

# ***MICAS 2.3***



**User Manual**

**11-MAY-2004**

# Mobility Inventory Control and Accountability System (MICAS)

## User Manual

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## Most Commonly Used Functions

### MICAS Login

	Section in Manual				
	PC	Symbol Batch HH	Symbol RF HH	Intermec Batch HH	Intermec RF HH
How do I log in to MICAS for the first time?	Administrator 1.1 First Time Database Setup				
How do I change my password?	3.2 Change your Password				
How do I change my password – I do not know my current one	Administrator 3.1.6 Password Maintenance				
How do I unlock my account?	Administrator 3.1.5 Unlocking User Accounts				

### Entering Data

	Section in Manual				
	PC	Symbol Batch HH	Symbol RF HH	Intermec Batch HH	Intermec RF HH
I added some people and assets into MICAS, and now I don't see any of my data. Someone told me to check to make sure I have access to the right PAS code. How do I do check?	Administrator 2.7.4 Data Access tab				
How do I enter assets into MICAS?	3.3.1 Receiving Stock 3.3.2 Receiving Stock Wizard				
I have a bag that is already built, how do I enter the whole bag into MICAS?	3.4.1 Receiving Bags				
I need to issue a bag to someone and the person is not already in MICAS, how do I add the person?	3.5.2.1 Scan/Entry of User ID 3.5.1.6 Loading New Personnel 3.5.2 Personnel Wizard				

**Kits**

	Section in Manual				
	PC	Symbol Batch HH	Symbol RF HH	Intermec Batch HH	Intermec RF HH
How do I build a bag?	3.4.2 Kit Building Wizard 3.4.3.2 Adding a new Kit			5.5 RF Kit Building	
How do I issue a bag or an item?	3.5.3.2 Issuing Bags or Stock	6.3 Batch Handheld Issue		4.3 Batch Handheld Issue	5.3 RF Issue
How do I return a bag or items?	3.5.4 Return	6.4 Batch Handheld Return		4.4 Batch Handheld Return	5.4 RF Return
How do I print a hand receipt?	3.5.1.8 Print Hand Receipt 3.4.3.5 Print Options (Kits) 3.5.3.2 Issuing Bags or Stock				

**LOT Numbers**

	Section in Manual				
	PC	Symbol Batch HH	Symbol RF HH	Intermec Batch HH	Intermec RF HH
How do I check the status of a LOT number?	Administrator 3.6.4 Contract/Lot tabs				
I have a message that says a LOT is now bad, how do I change the status in MICAS?	Administrator 3.6.4 Contract/Lot tabs				

**Contract Numbers**

	Section in Manual				
	PC	Symbol Batch HH	Symbol RF HH	Intermec Batch HH	Intermec RF HH
How do I check the status of a Contract number?	Administrator 3.6.4 Contract/Lot tabs				
I have a message that says a Contract Number is now bad, how do I change the status in MICAS?	Administrator 3.6.4 Contract/Lot tabs				

**Reports**

	Section in Manual				
	PC	Symbol Batch HH	Symbol RF HH	Intermec Batch HH	Intermec RF HH
I need to email a report from MICAS, how do I email?	3.8.1.2 Saving Report to Disk				

## Most Commonly Used Administrator Functions

### MICAS Login

	Section in Manual				
	PC	Symbol Batch HH	Symbol RF HH	Intermec Batch HH	Intermec RF HH
How do I create a new login for someone?	Administrator 3.1.2 Adding a Login				
How do I change my password?	3.2 Change your Password				
How do I lock or unlock someone's account?	Administrator 3.1.4 Locking User Accounts  Administrator 3.1.5 Unlocking User Accounts				
If I get locked out, how do I get back in?	Administrator 3.1.5 Unlocking User Accounts				

### Backups

	Section in Manual				
	PC	Symbol Batch HH	Symbol RF HH	Intermec Batch HH	Intermec RF HH
How do I backup MICAS?	Administrator 4.3 Backup				
I need to use a backup file, how do I access the file?	Administrator 4.4 Restore				

### MICAS Upgrades

	Section in Manual				
	PC	Symbol Batch HH	Symbol RF HH	Intermec Batch HH	Intermec RF HH
How do upgrade MICAS?	3.1.3 Update Frequency Past Message				

## 1.0 Introducing MICAS

### 1.1 MICAS Certification

MICAS 1.6e was used as the baseline for the original Certification & Accreditation (C&A) of MICAS. MICAS 2.0 was used to update the Certification and Accreditation. Refer to your MAJCOM for the Certificate to Operate (CTO). This certification is based on the security functions and controls in MICAS and those tools provided with it.

If you attempt to view or edit any MICAS data using tools other than those provided with MICAS, you violate the MICAS certification; therefore, the correct performance and security of MICAS cannot be guaranteed. In addition, the use of software tools or utilities to access MICAS data may constitute a security violation based on your Site Certification and local Computer Security policies. For more information on MICAS security features, refer to the *MICAS User's Manual* and *MICAS System Security Authorization Agreement (SSAA)*, Section 6, *Trusted Facility Manual*.

Installation of MICAS on Windows NT/2000 configured to NTFS is a safeguard to prevent the following:

- Ability to modify/delete MICAS files on the hard drive without being an authorized MICAS user.
- Ability to access, modify, and/or move selected operational files (e.g., micas.ini) necessary for MICAS operation.

**NOTE:** *This configuration of windows allows the user to partition the hard drive and limit access to the hard drive by user authentication (combination of User ID and password) to authorized MICAS users. The configuration does not stop someone with rights to the workstation and MICAS from deleting MICAS files, but it does restrict other users from deleting files.*

MICAS safeguards independent of the operating environment include the following:

- Users are required to have a MICAS User ID and password to change any data within MICAS. Use of an external tool does require a valid MICAS login and password.
  - The password used to login to MICAS is modified during the login by MICAS. The true password is not what the user enters; rather it is a modified version of that password. Use of another application (e.g., Microsoft Access) to gain access to the MICAS database will fail, as the user would not be entering the true password. This does not keep someone from deleting MICAS files, but it does keep them from editing the data files.

**NOTE:** If win NT/2000 is used, the user must be given full administrative rights to the workstation, or the user cannot perform required functions in MICAS.

## 1.2 Overview

MICAS is an automated, multi-user system. The system is integrated with Automatic Identification Technology (AIT) bar code devices intended to allow efficient and timely management of mobility equipment inventories at each base. MICAS can be installed on a stand-alone computer with access from only one workstation. The software can also run from multiple workstations simultaneously in its server configuration. The database alone may be installed on a server and users can access the database one-at-a-time through individual workstations. The user is not required to purchase a license to network MICAS.

MICAS provides user-friendly screens, multiple window displays, on-line help facility, data lookup capabilities, configured reports, data integrity, and error identification and correction. General capabilities are provided to:

- [1] Identify and define inventory items, system users, inventory locations, vendors, and manufacturers;
- [2] Assign mobility bags and bulk assets to locations and organizations
- [3] Track mobility bag status
- [4] Produce inventory receipts when issuing;
- [5] Produce reports; and
- [6] Conduct inventories.

MICAS is designed to address a user community consisting of the local unit, wing, Consolidated Mobility Bag Control Center (CMBCC), and MAJCOM personnel. The typical user of MICAS performs tasks that benefit from using bar code technology by improving productivity, accuracy, and quality of the work. MICAS can be used to perform tasks such as asset tracking, inventorying, and reporting. MICAS can also be used to define, schedule, and maintain the results of inspections.

The goal of MICAS is to revolutionize the way mobility equipment is managed. Units will have Total Asset Visibility (TAV).

## 1.3 Contact Information

MICAS will continue to be supported by the AF AIT PMO until it is transitioned to another supporting office. Currently the AF AIT PMO point of contact is Lisa Wagner, DSN 787-7239, commercial (937) 257-7239, [lisa.wagner@wpafb.af.mil](mailto:lisa.wagner@wpafb.af.mil).

## 1.4 First Time Login

After initial installation, refer to *Section 1.1, First Time Database Setup* in the *Administration Manual* to obtain the initial User ID and Password, as well as for directions on setting up users and control data for MICAS.



Each new user should refer to *Section 3.1, Logging Into MICAS* for login directions.

### **1.5 Warranties for Equipment Purchased from the DoD AIT Contract**

Regarding equipment purchased from the DoD AIT contracts, there are specific procedures to follow to obtain warranty repair work or to obtain repairs after warranties have expired. For the most up-to-date information, consult the AIT contract page on the AF AIT PMO website at:

<https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/LSO/LOA/contract/index.htm>.

Users requiring maintenance must contact the vendors via a specific number and identify whether the equipment was purchased via a Government contract. The vendor will need the serial and model numbers so they can confirm whether the equipment is still under warranty.

The vendors will confirm that the item is under warranty and what type of turnaround time is available at no charge. For example, Intermec has a two-week turnaround for their warranty, but can provide quicker service for a fee.

If users do not inform the vendors that they are from the DoD, the vendors will assume the users are commercial and charge the higher costs. The information in this manual regarding equipment maintenance may not be the most current. Be sure to consult the AF AIT PMO website for the most current information and detailed procedures.

#### **1.5.1 Intermec Equipment**

Call 1-800-892-7007, option 2.

After warranties expire, users must be sure to tell Intermec that they are Air Force and that they want a quote from their GSA schedule. Quotes from the schedule are less than commercial repair costs.

#### **1.5.2 Symbol Equipment**

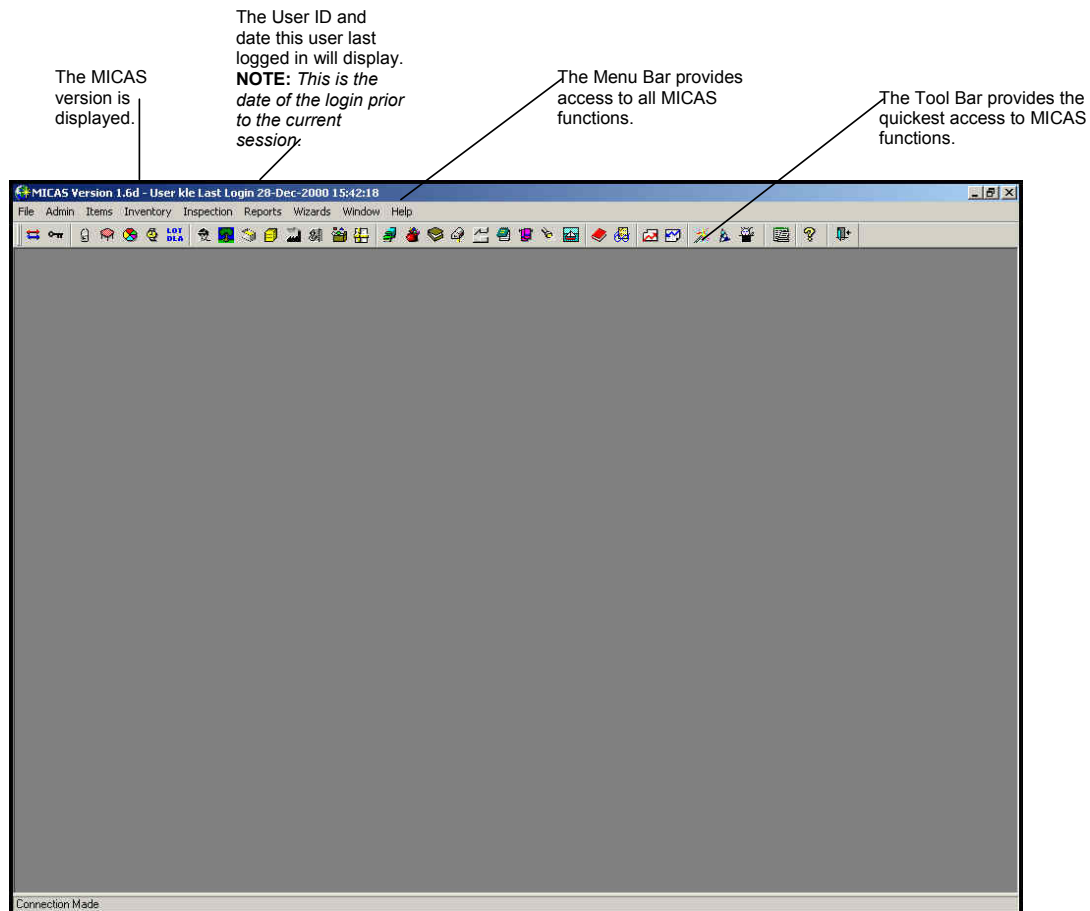
Call 1-877-802-1907.

After warranties expire, users must be sure to tell Symbol that they purchased the equipment from the AIT II contract (if they did), and that they want a quote from the AIT II contract for repair (repair is available from the Symbol AIT II contract through 31 July 2009).

## 2.0 Using MICAS

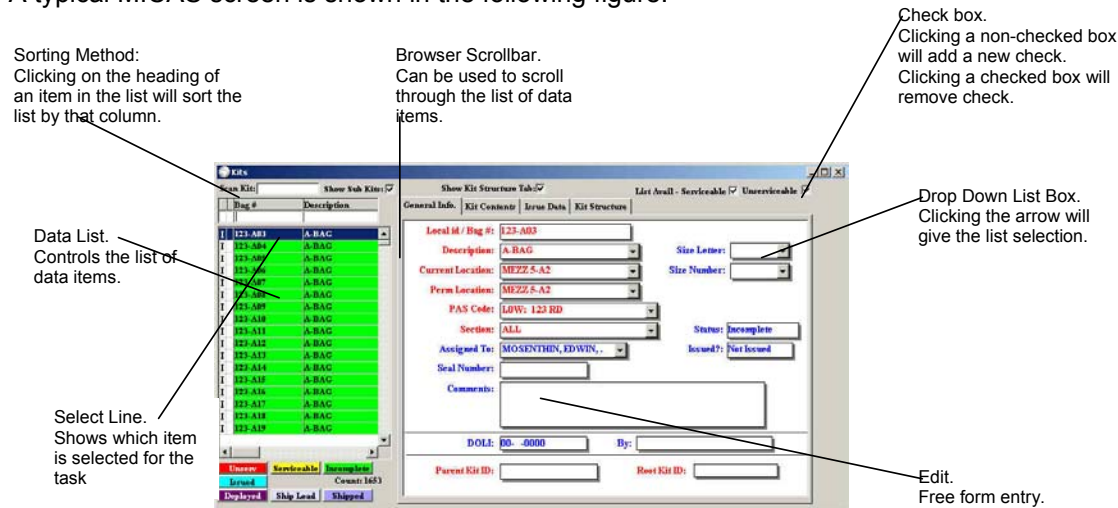
### 2.1 PC Screen Layout

The following figure defines many of the various features of the MICAS program.













## 2.2 Typical PC Screen

A typical MICAS screen is shown in the following figure:































## 2.3 Common MICAS PC Button (Icons)


When the majority of the MICAS functions are first executed, a screen will display selections for the next operation to be done. This operation is determined by selecting a menu option or by selecting one of the icons on the lower toolbar. The following list describes the standard operation icons:

	Create new data		Filter the data list
	Delete highlighted data		Produce a printed list of the data
	Condemn highlighted data		Produce a printed 1D bar code
	Exit the current function		Produce a printed 2D bar code
	Saves the specified data		Access the MICAS system help

The following list describes additional specialty icons used in the MICAS system:

	Print Hand Receipt		Add User Login
	Change User password		Remove User Login

	Lock User Account		Unlock User Account
	Filling missing items in bags		Merge Stock
	Run the process		Update Expired Items
	Cancel current operation		Cancel highlighted row
	Complete		Update sizes
	Copy		Save As
	First row in list/report		Next row in list/report
	Previous row in list/report		Last row in list/report
	Zoom in		Zoom out
	Sort the list/report		Edit
	Select All		Produce Contract/Lot Update comma delimited file (only select configurations)
	Refresh the data list		Delete Multiple

There will be times when an icon is not available. For example: The Run icon will not be available when there is nothing selected to run. When an icon is unavailable, it will appear to be washed out (referred to as “ghosted”). For example, this icon  is a ghosted Run icon. Clicking ghosted icons will have no effect.

## 2.4 Mouse and Keyboard Commands

MICAS supports the standard Microsoft Windows mouse and keyboard command conventions. Use your mouse and the following keys to select menu items or to confirm commands.






or



### Keyboard Commands

Use these keys to select (highlight) a desired item within the browser or a drop down list box.

Use this key to move to the next menu, command button, or field.

Mouse and Keyboard Actions		
<b>Click</b> 	<b>Select</b> 	<b>Enter</b> 
Click a button	Scroll down a listing and highlight the one you want	Enter the requested information

## 2.5 Common MICAS PC Functions

### 2.5.1 Sorting Lists

Sorting is used to select the sequence in which the data in the data list will display. Data can be sorted alphabetically or numerically, depending on the sorting criteria chosen. Sorting is available in most MICAS functions where there is a list.

Clicking on the heading of a list will usually sort the list in the sequence of the column whose header was clicked.

### 2.5.2 Using Query

Queries are used to indicate which data is to be included in the data list. Data in the data list is displayed according to which logic selections have been made.

After the **“Query”** icon is clicked, the **“Query”** window appears.

The screenshot shows the 'Query' window in MICAS. It features a main table with columns: Left, Operator, Right, and And/Or. The 'Left' column contains 'Description', 'Item Status', and '"Issued?"'. The 'Operator' column contains '=', '=', and '='. The 'Right' column contains '"C-1 BAG"', '"Serviceable"', and '"Not Issued"'. The 'And/Or' column contains 'And', 'And', and 'And'. Below this table are three boxes: 'Columns' (listing fields like '"Deployed Loc?"', '"Issued?"', 'Bag #', 'Description', 'Item Status', 'Location'), 'Operators' (listing comparison operators like '=', '>', '<', '>=', '<=', '<>', 'IN'), and 'Possible Values' (empty). At the bottom are buttons: 'Execute', 'Cancel', 'Load Query', and 'Save Query'. Annotations point to these elements:

- Top box:** The logic you select will be contained in the top box.
- Columns box:** The list of columns that may be used as filters will display. This list will vary depending on which set of data you will be filtering.
- Operators box:** The operators that may be used will
- Possible Values box:** The list of values that may be selected will display (whenever possible).
- Execute button:** Press this button to run this query.
- Save Query button:** Press this button if you want to save the logic listed in the top box for future use.
- Load Query button:** Press this button if you have already defined a filter to use and you will be asked to pick one of the saved filters.

When you first click the Query icon, this screen will appear (with no logic included in the top box). The cursor will be located in the top *Left* column. You may either enter the name of the field or click the desired field name found in the bottom left (*Columns*) box.

The cursor will then be moved to the *Operator* column. You may either enter the operator to use or click the desired operator found in the bottom middle (*Operators*) box.

MICAS will attempt to give you a list of possible values that may be selected. When a field name is selected from the bottom left (*Columns*) box, MICAS will determine if a list of possible values may be shown in the bottom right (*Possible Values*) box. For example, when you click the *Item Status* in the *Columns* box, you will get a list of entries including Serviceable, Unserviceable, Incomplete, etc in the *Possible Values* column (see example below).

Left	Operator	Right	And/Or
Item Status			

Columns	Operators	Possible Values
"Deployed Loc?"	= Equal	Serviceable
"Issued?"	> Greater Than	Unserviceable
Bag #	< Less Than	Suspended
Description	>= Greater Than or Equal To	Incomplete
Item Status	<= Less Than or Equal To	
	<> Not Equal To	
	IN In a List of	

Execute Cancel Load Query Save Query

### 2.5.2.1 Saving a Query

When you click <Save Query>, Miccas will review the defined query, and if correct, display the following screen:

Query Name:

Save Cancel

Enter a name for the query and click <Save>.

### 2.5.2.2 Loading a Query

A list of saved filters will display.

Query Name	Created By	Last Updated
Issued c-bags	edwards, karen, l	5/8/2002 11:42:41

OK Cancel Delete


Highlight the selected query.

To delete the highlighted query, click the Delete button.


To retrieve the highlighted query, click the OK button.

### 2.5.3 Using Delete

The **Delete** process is a three-step process that is common throughout the MICAS system:

1. Highlight the line item you want to remove.
2. Click .
3. Confirm your deletion by clicking **<Yes>**.

### 2.5.4 Using the Help Function

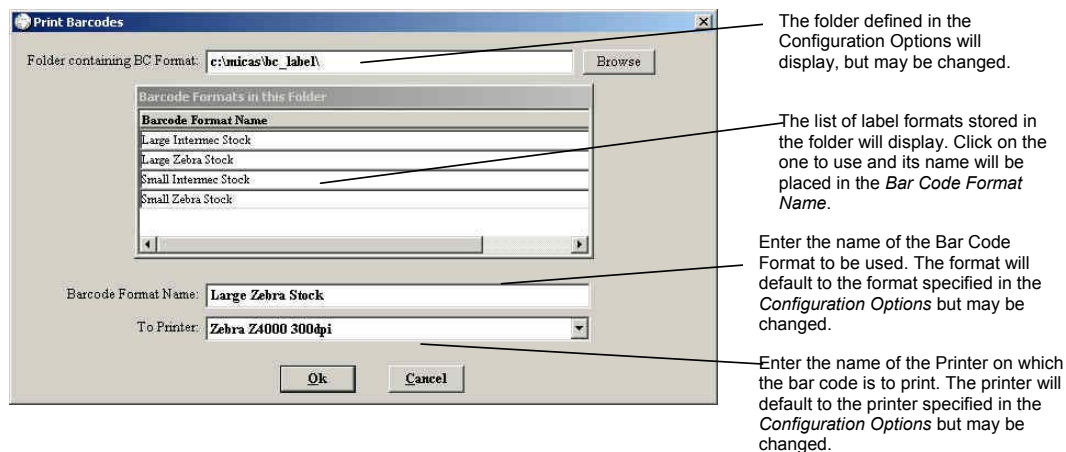
The  function provides context-specific assistance related to MICAS functions. The **Help** icon is always available in MICAS.

Access the Help feature by clicking .

### 2.5.5 Printing Bar Codes

When you select to print a bar code, several actions might occur.

1. If your Bar Code Configuration Options (see *Section 2.1.2.1 and 2.1.2.2* in the *Administration Manual*) have been set to *Auto Print* for the type of bar code being produced, the bar code will be printed and no input will be required.
2. If your Bar Code Configuration Options have been set to NOT *Auto Print*, a screen similar to the following screen will appear:

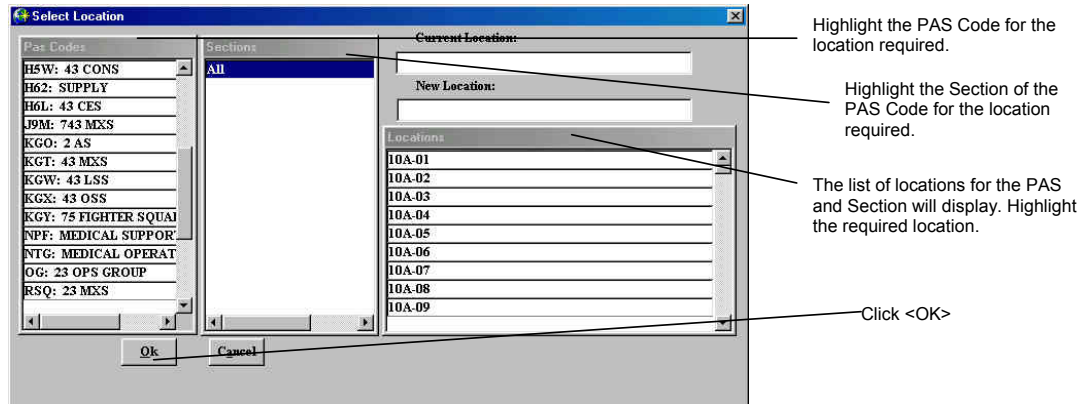




## 2.6 Common Data Entry Boxes

### 2.6.1 Locations

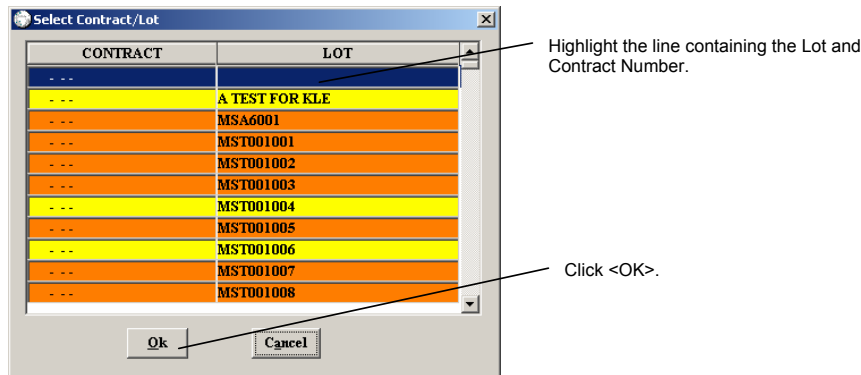
In all places where entry of location is requested, a drop-down arrow will be visible to the right of the field. Clicking this arrow will bring up the *Select Location* window.



### 2.6.2 Contract/Lot Numbers

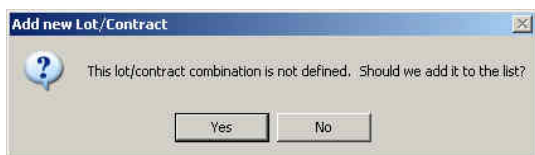
#### 2.6.2.1 Selection of Contract/Lot From List

In places where entry of Lot or Contract Number is requested, a drop-down arrow will be visible to the right of the field. Clicking this arrow will bring up the *Select Contract/Lot* window. - This list will contain all the Contract Numbers for the specific Nomenclature.



#### 2.6.2.2 Manual Entry of Lot and/or Contract

If the Lot/Contract Number combination is not already defined for the Nomenclature, the following message will appear asking if the new combination should be added to the list.



Click <YES> and the entry will be added to the Contract/Lot list.

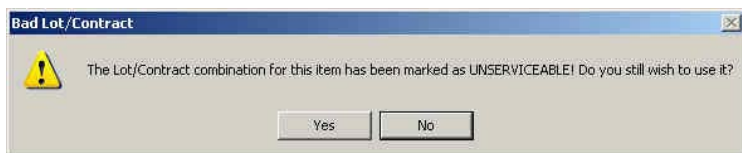
Click <NO> and the entry will not be added.

Lot Numbers will be stripped of all special characters and limited to 30 positions. Contract numbers will be limited to 13 positions, also with no special characters. All places where you manually enter the contract number are masked so that you do not need to enter the dashes.

**NOTE:** All Lot and Contract Number data manually entered (i.e., not selected from this list) will be automatically converted to uppercase.

### 2.6.2.3 Entry or Selection of Unserviceable or Suspended Contract

If the Contract/Lot Number combination is not Serviceable, the following message will appear asking if the combination should be assigned to this asset.

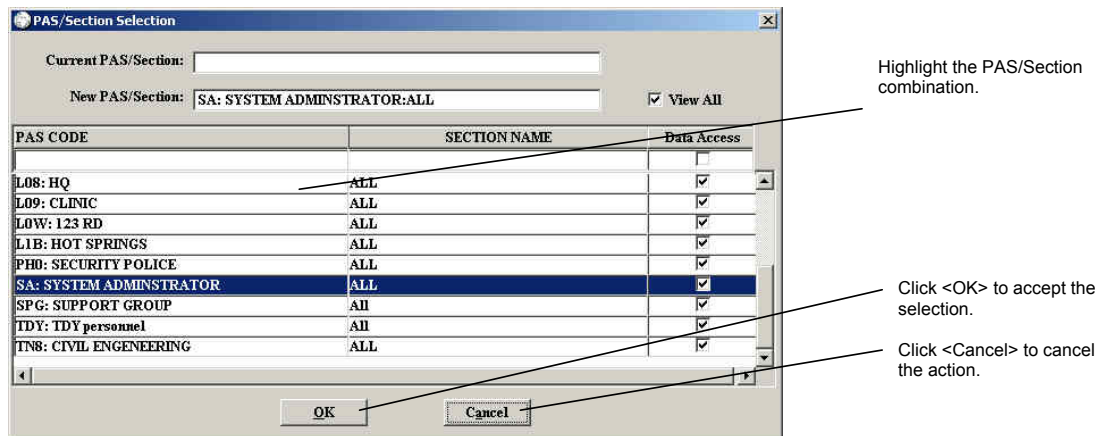


Click <YES> and the combination will be assigned to the asset.

Click <NO> and the entry will not be assigned.

### 2.6.3 PAS Codes and Sections

In all places where entry of PAS Code or Section is requested, a drop-down arrow will be visible to the right of the field. Clicking this arrow will bring up the *PAS/Section Selection* window. This list will contain all the codes available based on System Privileges.



Notice the "View All" checkbox in the upper right corner. If this is unchecked, you will only see PAS codes to which you have access. If you check this button, you will see all PAS codes.

NOTE: If you select a PAS code to which you do not have access, you may not be able to view the asset, location or personnel you just assigned to this PAS code.

#### 2.6.4 Entry of Dates

Dates are entered into MICAS in the format dd-mmm-yyyy where dd is the day, mmm is the abbreviated month, and yyyy is the year including century.

For example: 24-JAN-2002 is the 24<sup>th</sup> of January, 2002.

#### 2.6.5 Date of Manufacturer

If shelf or service life data has been entered for the nomenclature, entering a manufacture date will automatically generate an expiration date.

#### 2.6.6 Expiration Date

An expiration date is calculated as the number of Shelf/Service Life days after the Date of Manufacture.

The only exception to this rule is when an expiration date is entered for the Lot or Contact of the Nomenclature. When this data is entered, it automatically overrides the date calculated based on the Date of Manufacturer.

### 2.7 Bar Code Types

Throughout MICAS, scanning of bar codes may be performed in place of data entry. When using the serial scanners, the system expects Data Identifiers (DI) to be included in the bar code.

### 2.7.1 Linear (1D) Bar Code Types

The following table lists each linear (1D) label that may be scanned in MICAS, the Data Identifier expected for that label, and where in MICAS you can go to product that label.

Bar code Type	DI expected	Where in MICAS this label is produced
Location ID	20S	Standard label printed from the Location screen
Kit ID	20S	Standard label printed from one of two places:  1. Kit screen 2. Receive Bags screen
Kit Type	5Z	Non-standard label that may be printed from the same places where the Kit ID label is produced. Producing this type of bar code requires that you create your own label format in the Bar code Wizard and use this format when printing the label.
Seal Number	13S	Non-standard label that may be printed from the same places where the Kit ID label is produced. Producing this type of bar code requires that you create your own label format in the Bar code Wizard and use this format when printing the label.
Item ID	20S	Standard label printed from one of two places:  1. Stock screen 2. Receive screen
NSN	N	Standard label printed from the Nomenclature screen
Serial Number	S	Non-standard label that may be printed from the same places where the Item ID label is produced. Producing this type of bar code requires that you create your own label format in the Bar code Wizard and use this format when printing the label.
Lot Number	1T	Non-standard label that may be printed from the same places where the Item ID label is produced. Producing this type of bar code requires that you create your own label format in the Bar code Wizard and use this format when printing the label.
Contract Number	8K	Non-standard label that may be printed from the same places where the Item ID label is produced. Producing this type of bar code requires that you create your own label format in the Bar code Wizard and use this format when printing the label.
DOM	6D	Non-standard label that may be printed from the same places where the Item ID label is produced. Producing this type of bar code requires that you create your own label format in the Bar code Wizard and use this format when printing the label.
Quantity	7Q	Non-standard label that may be printed from the same places where the Item ID label is produced. Producing this type of bar code requires that you create your own label format in the Bar code Wizard and use this format when printing the label.
Unserviceable Reason	3Z	Non-standard label that may be printed from the same places where the Item ID label is produced. Producing this type of bar code requires that you create your own label format in the Bar code Wizard and use this format when printing the label.
Condition Code	2R	Non-standard label that may be printed from the same places where the Item ID label is produced. Producing this type of bar code requires that you create your own label format in the Bar code Wizard and use this format when printing the label.
Part Number	9P	Non-standard label that may be printed from the same places

Bar code Type	DI expected	Where in MICAS this label is produced
		where the Item ID label is produced. Producing this type of bar code requires that you create your own label format in the Bar code Wizard and use this format when printing the label.
User ID	7Z	Standard label printed from the Personnel screen
ID Card linear Bar code	None	Standard linear label found on the back of the Personnel ID Card or CAC.
SSN	2H	Non-standard label that may be printed from the same places where the User ID label is produced. Producing this type of bar code requires that you create your own label format in the Bar code Wizard and use this format when printing the label.
Last Name	11Z	Non-standard label that may be printed from the same places where the User ID label is produced. Producing this type of bar code requires that you create your own label format in the Bar code Wizard and use this format when printing the label.
First Name	12Z	Non-standard label that may be printed from the same places where the User ID label is produced. Producing this type of bar code requires that you create your own label format in the Bar code Wizard and use this format when printing the label.
YES	10Z	Non-standard label that may be printed from the General Purpose Labels function. Where specified, this label may be scanned instead of clicking on a Yes button.
NO	10Z	Non-standard label that may be printed from the General Purpose Labels function. Where specified, this label may be scanned instead of clicking on a No button.
OK	10Z	Non-standard label that may be printed from the General Purpose Labels function. Where specified, this label may be scanned instead of clicking on an OK button.
DONE	10Z	Non-standard label that may be printed from the General Purpose Labels function. Where specified, this label may be scanned instead of clicking on a Done button.
CANCEL	10Z	Non-standard label that may be printed from the General Purpose Labels function. Where specified, this label may be scanned instead of clicking on a Cancel button.
REFRESH	10Z	Non-standard label that may be printed from the General Purpose Labels function. Where specified, this label may be scanned instead of clicking on a Refresh button.

**NOTE:** The Data Identifiers make these labels fit in the standards specified for bar code labels. Eventually, there will be no need for you to produce many of these labels using MICAS. Instead, the bar codes will be produced elsewhere and used in MICAS. For example: the Lot Number bar code will already be marked on your assets as they are received.

### 2.7.2 PDF 417 (2D) Bar Code Types

The follow table lists each 2D label that may be scanned in MICAS and where in MICAS you can go to produce that label.

Bar code Type	Where in MICAS this label is produced
2D Stock/Lot	Produced from the Stock or Receive screen.
Part-Item Label	Not produced in MICAS. Found on individual assets (in those cases where the manufacturer is already marking the asset).

Bar code Type	Where in MICAS this label is produced
2D Location Asset	Produced from the Location screen containing all assets stored at that location.
2D Personnel	Not produced in MICAS. Found on the back of the ID card.
2D Kit	Produced from the Kit screen.
Pallet Label	Not produced in MICAS. Found with the palletized assets as they are received (in those cases where the shipper is already marking the package)
2D Kit Shipment	Produced from the Shipment screen.
2D Bulk Shipment	Produced from the Shipment screen.
Package Label	Not produced in MICAS. Found in the packaging material of assets as they are received (in those cases where the shipper is already marking the package)

### 3.0 PC Functions

#### 3.1 Logging Into MICAS

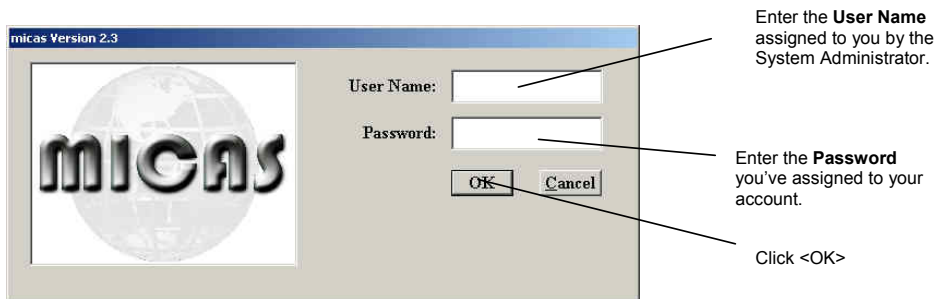
To access the MICAS system, you have several options:

- ◆ Select MICAS from the Start/Programs menu.

-OR -

- ◆ Double-click the MICAS.EXE file. This file can be found in the C:\MICAS directory if your installation was standard.

Upon running, the following screen will display:

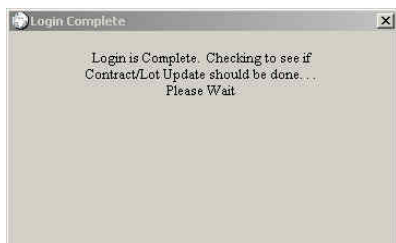


**NOTE:** If you've indicated that the Rollup Database may be accessed, the following login screen will appear:



Notice that the only difference with this screen is the presence of database selector buttons.

When the application is loading, a screen may appear very quickly (In most cases, the screen will appear and disappear so quickly that it will not be visible). The screen displays with messages telling you what step is being done.



Occasionally you will be asked a question while this screen is visible. This screen is a normal part of the Login process, which simply provides information.

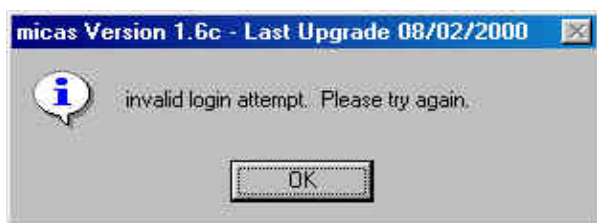
When the application is finished loading, the confidentiality statement will appear.



After reading, click <OK>. The MICAS main window will display.

When logging into the system, the following are several messages that may appear:

### 3.1.1 Invalid Login Attempt Message



This message will appear in one of two situations:



1. When an invalid User ID is entered.
2. When a password is not valid for the User ID entered.

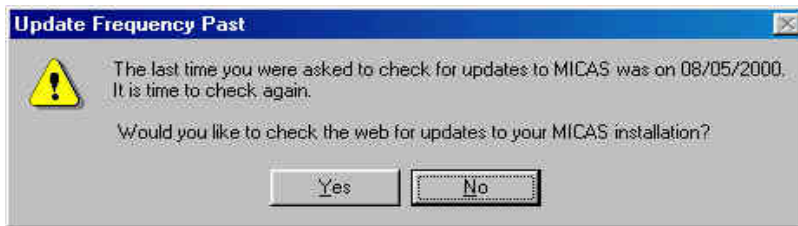
Click <OK>, and then try entering the User ID and Password again.

### 3.1.2 Invalid Final Login Attempt Message



This message will appear after three unsuccessful login attempts. This message appears to tell you that there were three strikes and now the user account is locked. The user account can only be unlocked by users with System Administration privileges.

### 3.1.3 Update Frequency Past Message



This message will appear to tell you it's been a while since you last checked the Internet for an update to the MICAS system. In the message, the date last checked would appear to let you know how long it has been.

Click <Yes>. The following message will appear:



Click <Yes>. MICAS will check to see if an upgrade to the MICAS system can be found. The system will first look in the download directory defined in Configuration Options (see *Section 2.1.1.3 of the Administration Manual*) to see if a more recent version has already been downloaded. If one is found, it will automatically be installed.

**NOTE:** To install an upgrade using a file received some way other than the Internet (such as via e-mail), simply place the upgrade in this download directory, and then run the upgrade.

If a more recent version is not found in the download directory, MICAS will go out to the Internet to see if a new MICAS upgrade is available. If it is available, the upgraded version will automatically be downloaded. When a recent download is found in your download directory or the download is complete, the following screen will appear:



Click <Unzip>. The new version will be installed.

**NOTE:** You can force the download process to happen by double-clicking the MICAS logo on the Login screen.



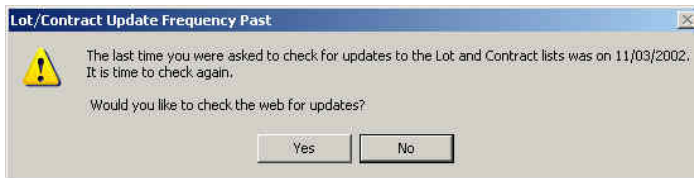
**WARNING:** When new versions are installed, MICAS sometimes requires temporary disk space to apply the changes. Make sure you have anywhere from 2 to 3 times the database size in available disk space before starting the update.

**NOTE:** The database size can be determined by looking at the size of the C:\MSSQL7\DATA\MICAS\_Data.MDF.

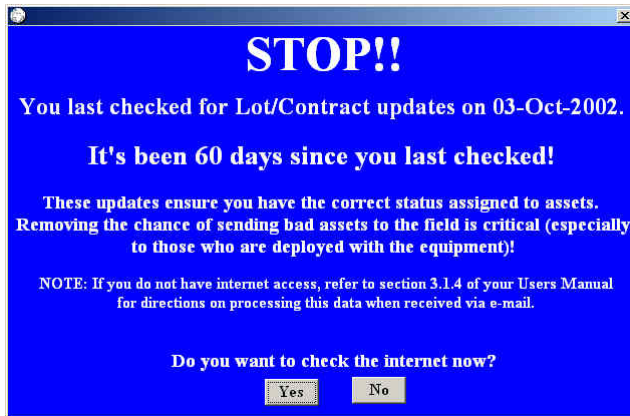
### 3.1.4 Contract/Lot Update Message

The first user logging into the MICAS system each day will get a message asking if the Internet should be checked for an update to the Contract/Lot tables. One of two messages will appear, depending on the amount of time that has passed since the last time this process was run.

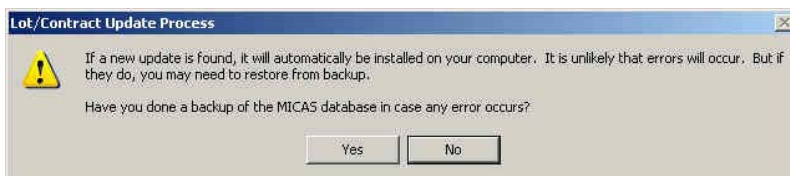
If less than 15 days have passed, a message similar to the following will appear.



If 15 or more days have passed, a message similar to the following will appear:



Regardless of the message format, click <Yes>. The following message will appear:



Click <Yes>. MICAS will check to see if an update to the Contract/Lot data can be found. The system will first look in the download directory defined in Configuration Options (see *Section 2.1.1.5 of the Administration Manual*) to see if a more recent version has already been downloaded.

**NOTE:** *To install an update using a file received some way other than the internet (such as via e-mail), simply place the update in this download directory, and then run the update.*

If a more recent version is found in the download directory, it will automatically be applied to the database. If a more recent version is not found in that directory, MICAS will go out to the Internet to see if a new Contract/Lot list can be found. If one is found, it will automatically be downloaded and applied to the database.

As the change is applied, a screen will appear counting the number of updates. This screen is for information only. When done, MICAS will present the following report:

The screenshot shows a software window titled "Results Reports : Contract Lot Update". Inside, there's a report titled "Contract/Lot Automatic Update Report" (Page 1 of 8). The report is a table with the following columns: NSN, Contract, Lot, DOE, Status, Condition Code, and Message. The data rows show various NSNs (e.g., 4240011902315) and their corresponding contract and lot numbers, all with a status of "On Hold" and condition code "A", and a message of "Updated".

NSN	Contract	Lot	DOE	Status	Condition Code	Message
4240011902315	MTT001-001	MTT001-001	01-11-2003	On Hold	A	Updated
4240011902315	MTT001-001	MTT001-001	01-11-2003	On Hold	A	Updated
4240011902315	MTT001-002	MTT001-002	01-11-2003	On Hold	A	Updated
4240011902315	MTT001-007	MTT001-007	01-11-2003	On Hold	A	Updated
4240011902315	MTT001-009	MTT001-009	01-11-2003	On Hold	A	Updated
4240011902315	MTT001-014	MTT001-014	01-11-2003	On Hold	A	Updated
4240011902315	MTT002-004	MTT002-004	01-11-2003	On Hold	A	Updated
4240011902315	MTT002-013	MTT002-013	01-11-2003	On Hold	A	Updated
4240011902315	MTT002-024	MTT002-024	01-11-2003	On Hold	A	Updated
4240011902315	MTT002-032	MTT002-032	01-11-2003	On Hold	A	Updated
4240011902315	MTT002-044	MTT002-044	01-11-2003	On Hold	A	Updated
4240011902315	MTT002-060	MTT002-060	01-11-2003	On Hold	A	Updated
4240011902315	MTT004-008	MTT004-008	01-11-2003	On Hold	A	Updated
4240011902315	MTT004-024	MTT004-024	01-11-2003	On Hold	A	Updated
4240011902315	MTT90004-031	MTT90004-031	01-11-2003	On Hold	A	Updated
4240011902315	MTT910004-064	MTT910004-064	01-11-2003	On Hold	A	Updated
4240011902315	MTT90005-006	MTT90005-006	01-11-2003	On Hold	A	Updated
4240011902315	MTT910005-024	MTT910005-024	01-11-2003	On Hold	A	Updated
4240011902315	MTT910005-027	MTT910005-027	01-11-2003	On Hold	A	Updated
4240011902315	MTT914007-003	MTT914007-003	01-11-2003	On Hold	A	Updated
4240011902315	MTT924007-088	MTT924007-088	01-11-2003	On Hold	A	Updated
4240011902315	MTT928007-088	MTT928007-088	01-11-2003	On Hold	A	Updated
4240011902315	PFT908001-002	PFT908001-002	01-11-2003	On Hold	A	Updated
4240011902315	PFT914002-035	PFT914002-035	01-11-2003	On Hold	A	Updated
4240011902315	PFT92003-024	PFT92003-024	01-11-2003	On Hold	A	Updated
4240011902315	PFT93004-011	PFT93004-011	01-11-2003	On Hold	A	Updated

This report provides a list of any updates or errors found during the update process. This list consists of exceptions only. The Lot and Contract numbers that are already in your database and were not changed by the update process, will not be on this report.

The Message column will contain one of the following messages:

Message	Description of Message
ERROR: NSN Not defined	The NSN shown on the report is not yet defined in your database. Because the NSN is not in your database, the update could not be applied.
Added	The Lot or Contract Number shown on the report was not already in your database so it was added.
Updated	The Lot or Contract Number shown on the report was already defined in your database, but either the status or DOE was changed by this update.
ERROR: Not received via Internet Update	The Lot or Contract Number shown on the report was NOT received as part of this update, but was manually entered into your database by one of your users. This could indicate that the entry was incorrect and should be checked.
ERROR: nnn entries in STOCK table but not in Contract/Lot List	Where nnn is a number. The Lot Number shown on the report was not received via the Internet update and is not defined in your Contract/Lot table for this NSN. However, the Lot Number is assigned

Message	Description of Message
	to a quantity (indicated by nnn) of stock. This could indicate that the entry was incorrect and should be checked.

Click <Print> to send this report to the printer. When you're finished reviewing the report, click <Done>.



**WARNING: If an update is found, it will apply the changes to your system. It is unlikely that an error will occur but if one does occur, you should be sure to do a backup of the MICAS database PRIOR to running the upgrade.**

### 3.1.5 Password is Expiring! Message



This message will appear when it's time to change your password. When this message appears, click <OK>. Once in the MICAS system, access the function for changing your password.

### 3.1.6 User Account Locked! Message



This message will appear when you attempt to log into the MICAS system with a locked User ID.


The User account can become locked in one of two ways:

1. The password expired and you did not change the password in the three attempts since expiration.
2. Login was attempted with the User ID, but the password was invalid for three consecutive tries.

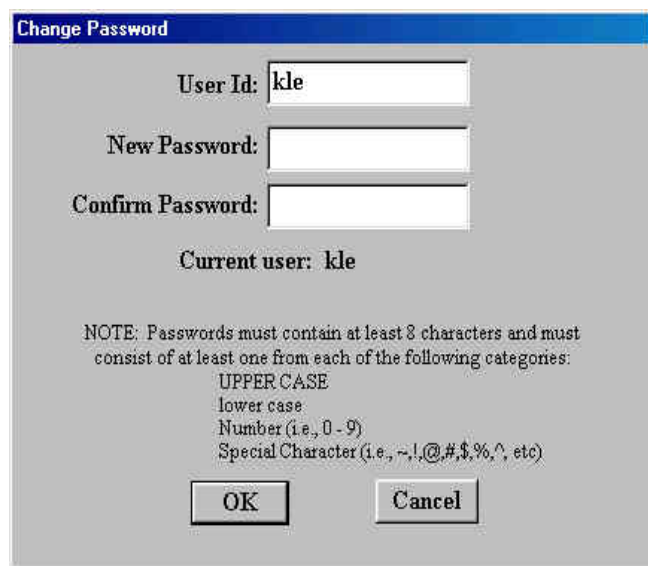
When you receive this error message, you will not be able to access the MICAS system until your System Administrator unlocks your account.

### 3.2 Changing Your Password

To access the MICAS change password function, you have two options:

- |   |        |   |
|---|--------|---|
| 1 Select <u>F</u> ile from the MICAS main menu. | - OR - | Click the  toolbar icon. |
| 2 Select <u>C</u> hange Your Password.          |        |   |

The following screen will display:



The image shows a 'Change Password' dialog box. It has a title bar with the text 'Change Password'. Inside, there are three text input fields: 'User Id:' with the value 'kle', 'New Password:', and 'Confirm Password:'. Below these fields, it says 'Current user: kle'. A note states: 'NOTE: Passwords must contain at least 8 characters and must consist of at least one from each of the following categories: UPPER CASE, lower case, Number (i.e., 0 - 9), Special Character (i.e., ~, !, @, #, \$, %, ^, etc)'. At the bottom are 'OK' and 'Cancel' buttons.

Your User ID will display. To change the password, enter the following:

1. Enter New Password.
2. Enter the same value entered for New into Confirm Password.
3. Click <OK>.

The New and Confirm passwords will be compared. They must match exactly. If the passwords are not identical, you will receive an error message.

The requirements for password format are listed on the screen and must be followed when deciding on a new password.

4. After changing your password, you will receive the following message. Log out of MICAS and back in before continuing.

Formatted: Bullets and Numbering



### 3.2.1 Warning About Changing the SA Password

If you followed the standard installation of MICAS and are running MSDE, this section does not apply to you.

This section only applies if you have installed tools such as Microsoft Enterprise Manager to allow you access to the database server OR if you have MICAS installed on a database server that also services other databases.

Starting with version 1.6e of MICAS, the password you assign in MICAS is not the password used to access the database server. Changing the password for the System Administrator user in MICAS will prevent you from connecting to the database server using other tools or accessing other databases serviced by that server.

Before changing your System Administrator password in MICAS versions 1.6e or after, perform the following steps:

1. In Enterprise Manager, create a new User ID and Password for the database server. This user will not be a MICAS user, but rather a database user. The new user must be given the same capabilities as the System Administrator user.
2. Change the System Administrator password in MICAS.
3. Access the database in Enterprise Manager using the new User ID. Once you've accessed the database, change the password for the System Administrator user back to the default.

**NOTE:** 1.6e provided you the capability to give other users System Administrator privileges. Accordingly, you should rarely (if ever) need to log into MICAS using SA.

**NOTE:** Microsoft Enterprise manager is not a required component of MICAS. The sole purpose of this section is to assist those MICAS users who have purchased the full MSSQL product.



### 3.3 Stock Functions

#### 3.3.1 Receiving Stock

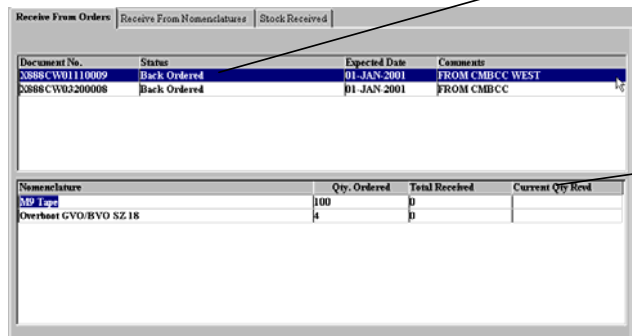
This function allows you to receive mobility equipment assets from backorders created through the Orders function. It also allows you to enter into MICAS quantities of assets that are already on-hand. All shelf/service life data including contract numbers, lot numbers and manufacture date may be entered during the receiving process.

To access the Receive Stock function, you have two options:

- |  |        |   |
|--|--------|---|
| 1 Select <u>I</u> nventory from the MICAS main menu. | - OR - | Click the  toolbar icon. |
| 2 Select <u>R</u> eceive.                            |        |   |

##### 3.3.1.1 Receiving from Orders

To receive assets on Backorder, the Backorder must have been loaded in the Order function. Loaded orders will be listed on the "Receive from Orders" tab.



Select the order from the upper window

When an item is selected in the top box, items backordered against that order number will be reflected in the lower window. Depending on the type of order, more than one nomenclature may be listed.

Enter the current quantity received in the lower window far right column. Partial or entire quantities may be entered.

**NOTE:** If the total quantity received consists of several different contract numbers, lot numbers, and manufacture dates, it is advisable to receive these assets in like groups as partial quantities.

Once quantity data has been entered, proceed directly to the "Stock Received" tab.

##### 3.3.1.2 Receiving Already On Hand

The Receive From Nomenclature tab allows you to receive assets that are already on-hand. This feature is intended for the receipt of groups of bulk assets. It is recommended that assets be received in groups with the same service/shelf life data.

You may enter the NSN or scan the NSN label and the nomenclature list will be scrolled to this NSN.

Select the type of asset to be received from the nomenclature list by clicking on it.

Enter the quantity that you wish to receive in the "Current Qty Rcvd" column

**NOTE:** You may receive multiple quantities of the same asset with different data information such as contract, lot or DOM. To accomplish this, enter the quantity of the first group and toggle over to the "Stock Received" tab. This action will give the group its own data entry line. Toggle back to the "Receive From Nomenclature" tab and repeat the process for any additional groups.

### 3.3.1.3 Bar Codes That May be Scanned Via Serial Scanning

The following bar codes may be scanned using a serial scanner when receiving assets (see Section 2.7 for the definition of bar code type):

Bar Code Type	What happens when scanned
2D Stock/Lot	The Stock Received tab becomes visible and all stock in that bar code will be loaded.
2D Location Asset	The Stock Received tab becomes visible and all stock in that bar code will be loaded.
2D Bulk Shipment	The Stock Received tab becomes visible and all stock in that bar code will be loaded.
Part-Item	The Stock Received tab becomes visible and all stock in that bar code will be loaded.
NSN	The nomenclature list will be scrolled to the NSN scanned.
Contract	The contract of the highlighted row will be filled with the scanned value.
Lot	The lot of the highlighted row will be filled with the scanned value.
DOM	The Date of Manufacture of the highlighted row will be filled. When this is done, the DOE may be calculated.

Bar Code Type	What happens when scanned
Serial	The serial number of the highlighted row will be filled.
Location ID	The location of the highlighted row will be set.

**NOTE:** These bar codes must contain the Data Identifier (DI). If the DI is not included in the bar code of these labels, the label will be unrecognizable to the serial scanner.

#### 3.3.1.4 Entering Data about Received Assets

Once the nomenclature received has been specified (either by Backorder, by Nomenclature, or by scanning 2D label), you are ready to enter unique information about the assets received.

You will see a data entry line for each group of assets you specified in the Stock Received tab. A screen similar to the following will display:

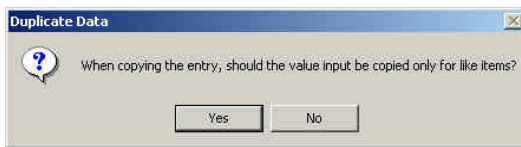
There are numerous data fields shown on this screen but the only mandatory field is location. Clicking in the Location field will bring up the location selection box. Select the desired location for each line. Only one location may be selected per line so make sure assets are going to the same location.

#### 3.3.1.4.1 Repeating Data

After you have entered data in any fields, MICAS will ask if you wish to repeat this data for all lines below. This is helpful when receiving assets that may have different Contract/Lot data but also have common data such as location and manufacture date.

Click <NO> - Only the line you entered will be adjusted.

Click <YES> - You will be asked if you want the copied data to be applied to like items only.



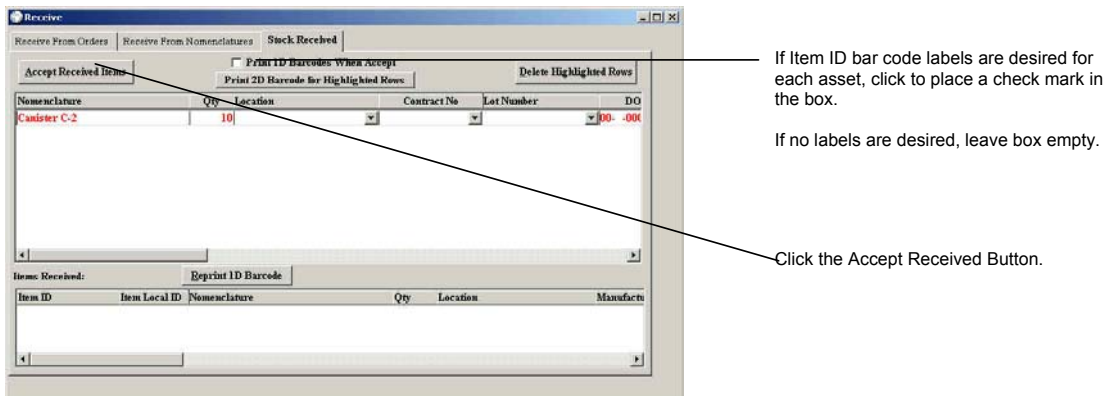
Click <NO> - Your entry will be copied to all lines below the entry.

Click <YES> - Your entry will be copied to all lines below the entry with a matching nomenclature.

**NOTE:** See the Common data entry boxes section in this manual for some of the data entry considerations.

### 3.3.1.4.2 Accepting Received Items

After all data has been entered about the received item, the entries can be saved.

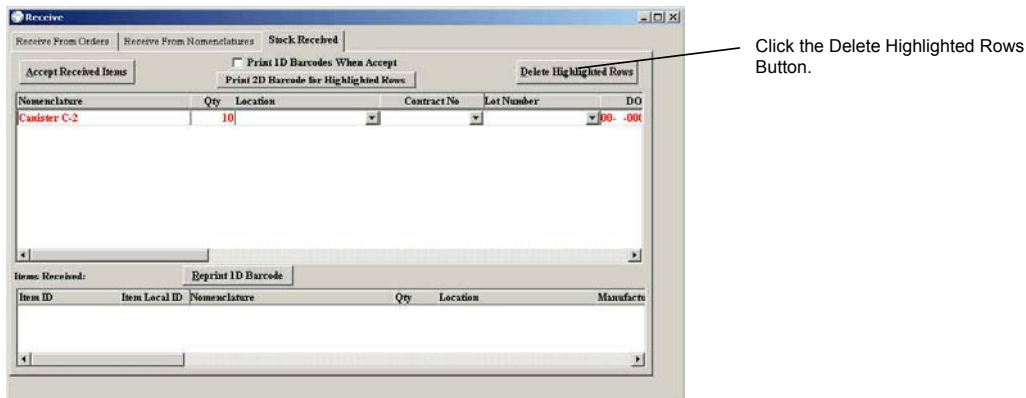


Once the receive process completes, the upper window will clear. Received assets will appear in the lower window.

**NOTE:** Items are now in stock. Any additional editing or quantity changes must be done through the stock function

### 3.3.1.4.3 Canceling entry of Received Items

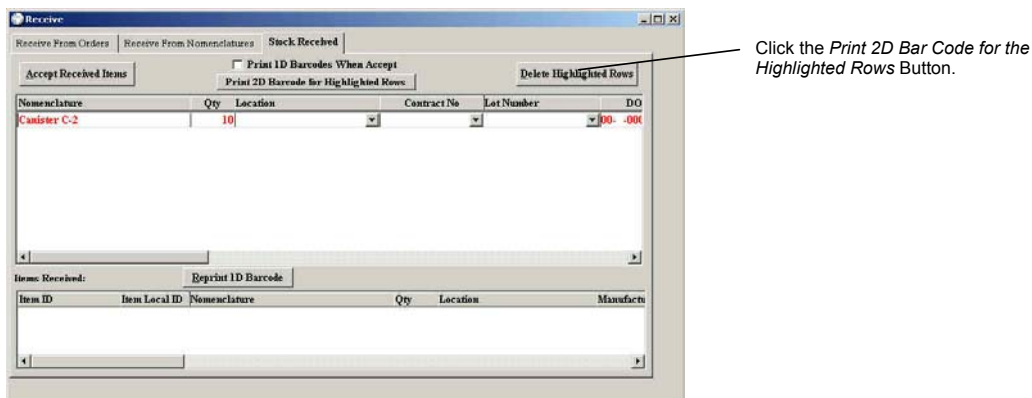
If you decide not to complete the receiving process for some assets, you can highlight rows that you do not want to receive, and then click the <Delete Highlighted Rows> button.



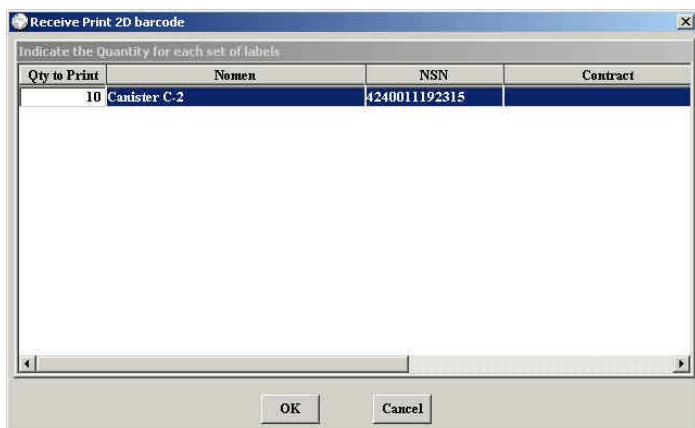
Removing these entries will keep these entries from being added to the Stock table; it does not remove any entries already contained in the Stock table.

#### 3.3.1.4.4 Printing 2D Stock/Lot Bar Code

You may print any quantity of 2D Stock/Lot labels for the assets just entered. To perform this action, highlight the rows for which you want labels produced, and then click <Print 2D Bar code for Highlighted Rows>.



When this button is clicked, a screen similar to the following will display.



Receive Print 2D barcode

Indicate the Quantity for each set of labels


Qty to Print	Nomen	NSN	Contract
10	Canister C-2	4240011192315	

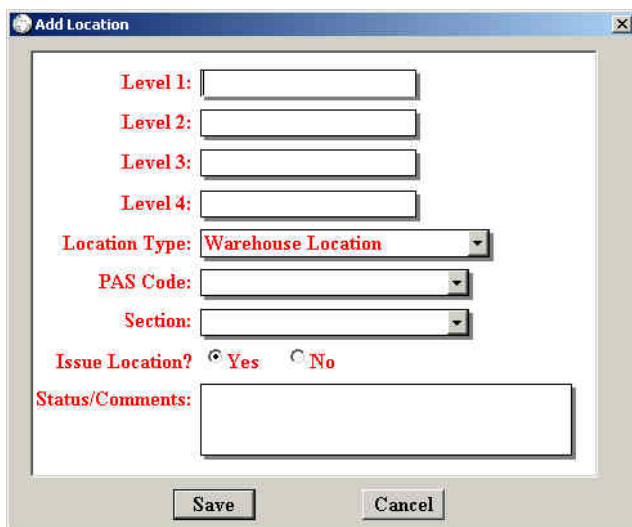
OK Cancel

Each row highlighted will be included in this new list. Since you may not want to print one 2D bar code for each asset received, but rather for a group of the assets, the quantities entered on the previous screen will display but may be changed. One label will print for each quantity you specify here.

### 3.3.1.5 Creating a New Location Within Receive

If you find that the location has not been defined prior to beginning the Receive Process, create a new one.

Clicking the  icon on the lower toolbar will load the following screen:



Add Location

Level 1:

Level 2:

Level 3:

Level 4:

Location Type: Warehouse Location

PAS Code:

Section:

Issue Location? ☒ Yes ☐ No

Status/Comments:


Save Cancel

Enter the data about the location, and then click .

### 3.3.2 Receive Stock Wizard

The Receive Stock wizard will guide you through the process of Receiving Stock assets into MICAS.

To access the Receive Stock Wizard, you have two options:

- |  |        |   |
|--|--------|---|
| 1 Select <b>W</b> izards from the MICAS main menu. | - OR - | Click the  toolbar icon. |
| 2 Select the Receive Stock Wizard.                 |        |   |



As with the primary receive function you may receive from backorders or nomenclatures. You are, however, restricted to receiving one order at a time. In other words, all data for received assets must be the same.

Follow the directions on each screen to enter all desired data. If mandatory entries are not made, MICAS will generate a warning.

When you reach the final screen and click <Finish>, the stock will be received into the system.

### 3.3.2.1 Bar Codes That May be Scanned Via Serial Scanning

The following bar codes may be scanned using a serial scanner when in the Stock Wizard (see [Section 2.7](#) for the definition of bar code type):

Bar code Type	What happens when scanned
Location ID	Will scroll the visible list to the location scanned.
Serial	Will fill in the serial number.
NSN	Will scroll the visible list to the NSN scanned.



Bar code Type	What happens when scanned
Contract	Will fill in the Contract number scanned.
Lot	Will fill in the Lot number scanned.

**NOTE:** *These bar codes must contain the Data Identifier (DI). If the DI is not included in the bar code of these labels, the label may be unrecognizable to the serial scanner.*

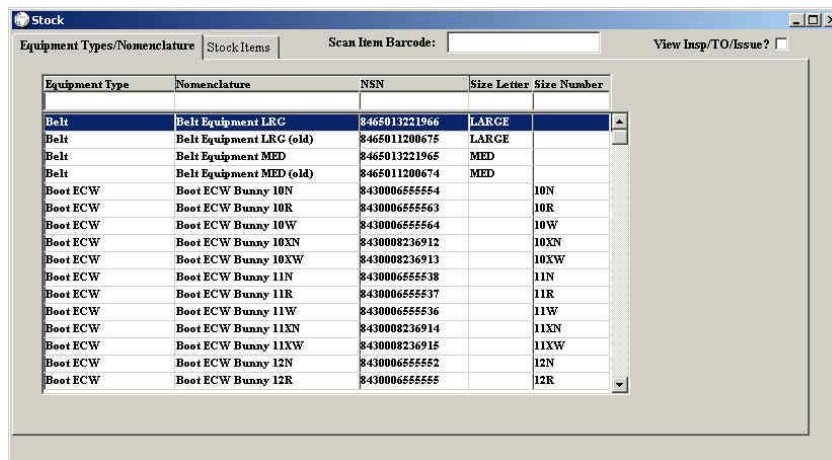
### 3.3.3 Stock Maintenance

All assets loaded into MICAS are tracked in the Stock function regardless of location or status. For MICAS purposes, "Stock" refers to ALL assets whether they are located in bags/kits or in storage locations. You can edit asset data, condemn or delete assets, print item labels and run unique Stock reports from this function.

To access the MICAS Stock Maintenance function, you have two options:

- |  |        |   |
|--|--------|---|
| 1 Select Items from the MICAS main menu. | - OR - | Click the  toolbar icon. |
| 2 Select <u>S</u> tock.                  |        |   |

#### 3.3.3.1 Equipment Type/Nomenclature



Equipment Type	Nomenclature	NSN	Size Letter	Size Number
Belt	Belt Equipment LRG	8465013221966	LARGE	
Belt	Belt Equipment LRG (old)	8465011200675	LARGE	
Belt	Belt Equipment MED	8465013221965	MED	
Belt	Belt Equipment MED (old)	8465011200674	MED	
Boot ECW	Boot ECW Bunny 10N	843000655554		10N
Boot ECW	Boot ECW Bunny 10R	8430006555563		10R
Boot ECW	Boot ECW Bunny 10W	8430006555564		10W
Boot ECW	Boot ECW Bunny 10XN	8430008236912		10XN
Boot ECW	Boot ECW Bunny 10XW	8430008236913		10XW
Boot ECW	Boot ECW Bunny 11N	8430006555538		11N
Boot ECW	Boot ECW Bunny 11R	8430006555537		11R
Boot ECW	Boot ECW Bunny 11W	8430006555536		11W
Boot ECW	Boot ECW Bunny 11XN	8430008236914		11XN
Boot ECW	Boot ECW Bunny 11XW	8430008236915		11XW
Boot ECW	Boot ECW Bunny 12N	8430006555552		12N
Boot ECW	Boot ECW Bunny 12R	8430006555555		12R

This screen is very similar to all other screens within MICAS. The major difference between this screen and other screens is that you may select one or many rows from this list (in MICAS you normally can only select one row). To select multiple rows, you may use the <Shift><Click> or <Ctrl><Click> options.

### 3.3.3.2 Stock Items Tab

Selecting a nomenclature and switching to the *Stock Items* tab will display all assets (stock) for that particular nomenclature or NSN.

The screenshot shows the 'Stock' window with the 'Stock Items' tab selected. The window title is 'Stock'. At the top, there are tabs for 'Equipment Types/Nomenclature' and 'Stock Items'. A 'Scan Item Barcode:' field is present. A checkbox 'View Insp/TO/Issue?' is checked. Below this is a table with columns: Item ID, Quantity, Issue Count, Nomenclature, DOE, Lot, and DLA. The table contains several rows, with the last two rows highlighted in red. Below the table, there are counters: 'Row (1) of (6650)', 'Total Qty (6928)', and 'Highlighted Rows (1) Qty (1)'. There are also buttons for 'Show/Hide Columns', 'Record Inspection', and 'Cancel Inspection'. At the bottom, there are fields for 'Inspection Description' and 'Scheduled Date'.

This check box is used to change how the Stock Items tab is formatted. It is explained in detail in Section 3.3.3.2.1 of this manual.

Total quantity of highlighted or selected rows is indicated on the right counter.

There are many data fields or columns in the stock function. Many are seldom used and may not be required in your view or you may want to see only a few specific columns. To view only the columns that you desire. Click the Show Hide Columns button.

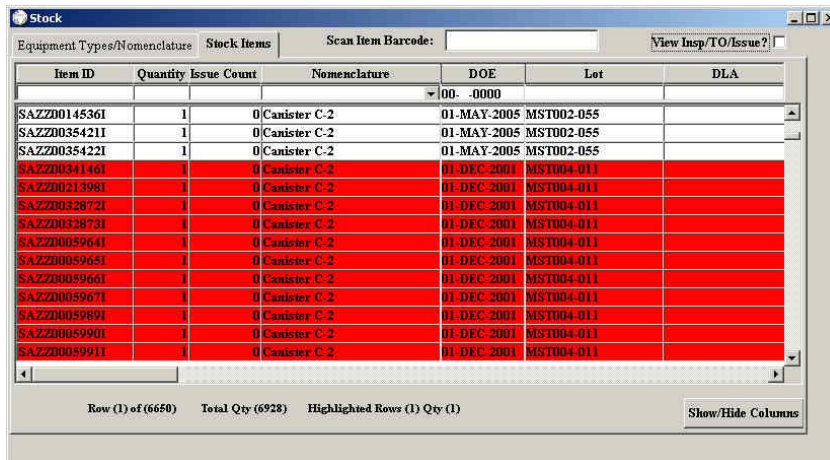
The Row counter indicates the number of rows of data that are currently in view. It is important to remember that a single row may contain many like assets; therefore, the number or rows is not an indication of asset quantity.

Total quantity for assets currently in view is listed in the center indicator.

In most MICAS screens, you have the ability to drag and drop columns

#### 3.3.3.2.1 View Insp/TO/Issue? Check box

When this check box is checked, the screen will appear similar to the one listed above. When unchecked, the tab pages listed at the bottom of the page are removed and the Stock list is extended and will look something like the following:



The screenshot shows the 'Stock' window with a table of equipment items. The table has columns: Item ID, Quantity, Issue Count, Nomenclature, DOE, Lot, and DLA. The first three rows are highlighted in red. The status bar at the bottom indicates 'Row (1) of (6650)', 'Total Qty (6928)', and 'Highlighted Rows (1) Qty (1)'. A 'Show/Hide Columns' button is visible in the bottom right corner.

Item ID	Quantity	Issue Count	Nomenclature	DOE	Lot	DLA
SAZZ00145361	1	0	Canister C-2	01-MAY-2005	MST002-055	
SAZZ00354211	1	0	Canister C-2	01-MAY-2005	MST002-055	
SAZZ00354221	1	0	Canister C-2	01-MAY-2005	MST002-055	
SAZZ00341461	1	0	Canister C-2	01-DEC-2001	MST004-011	
SAZZ00213981	1	0	Canister C-2	01-DEC-2001	MST004-011	
SAZZ00328721	1	0	Canister C-2	01-DEC-2001	MST004-011	
SAZZ00328731	1	0	Canister C-2	01-DEC-2001	MST004-011	
SAZZ00059641	1	0	Canister C-2	01-DEC-2001	MST004-011	
SAZZ00059651	1	0	Canister C-2	01-DEC-2001	MST004-011	
SAZZ00059661	1	0	Canister C-2	01-DEC-2001	MST004-011	
SAZZ00059671	1	0	Canister C-2	01-DEC-2001	MST004-011	
SAZZ00059891	1	0	Canister C-2	01-DEC-2001	MST004-011	
SAZZ00059901	1	0	Canister C-2	01-DEC-2001	MST004-011	
SAZZ00059911	1	0	Canister C-2	01-DEC-2001	MST004-011	

### 3.3.3.2.2 Show/Hide Columns

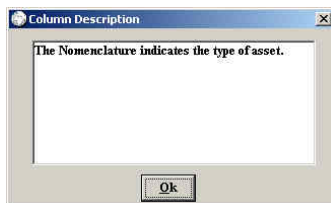
When the <Show/Hide Columns> button is clicked, a screen similar to the following will display:



The "Show/Hide Columns" window lists all available columns within the stock function. Removing the check mark from the column name will remove it from view after clicking OK.

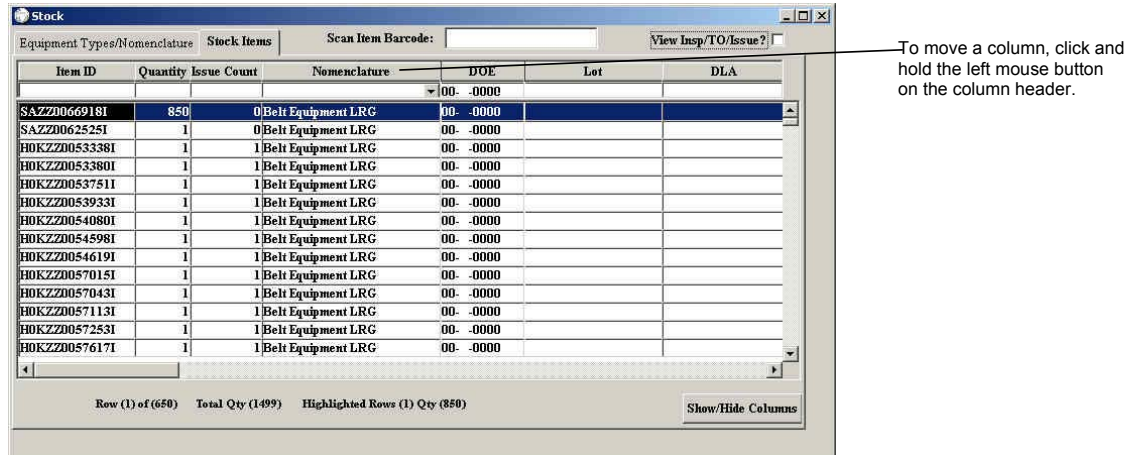
Columns will stay hidden until the corresponding check mark is placed in the box.

There are many columns included in this list. To view a description of one of the columns, position the cursor over the column name and click the right mouse button. A box with the description will appear:



### 3.3.3.2.3 Changing column position and/or size

In most MICAS screens, you have the ability to drag and drop columns to either change their position or size. In all other screens, once you exit and then return, the screen is returned to its original appearance. This is not true for the Stock screen. You may move columns or adjust their size and leave the screen. The next time you access this function, the screen will be the same as you designed it.

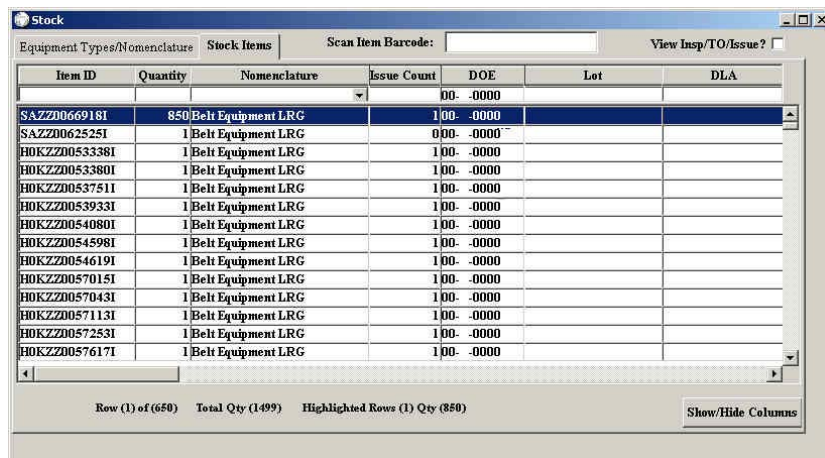


The screenshot shows the 'Stock' window with a table of equipment items. The columns are: Item ID, Quantity, Issue Count, Nomenclature, DOE, Lot, and DLA. The first row is highlighted. A callout points to the column header area with the text: "To move a column, click and hold the left mouse button on the column header."

Item ID	Quantity	Issue Count	Nomenclature	DOE	Lot	DLA
SAZZ00669181	850	0	Belt Equipment LRG	00. -0000		
SAZZ00625251	1	0	Belt Equipment LRG	00. -0000		
HOKZZ00533381	1	1	Belt Equipment LRG	00. -0000		
HOKZZ00533801	1	1	Belt Equipment LRG	00. -0000		
HOKZZ00537511	1	1	Belt Equipment LRG	00. -0000		
HOKZZ00539331	1	1	Belt Equipment LRG	00. -0000		
HOKZZ00540801	1	1	Belt Equipment LRG	00. -0000		
HOKZZ00545981	1	1	Belt Equipment LRG	00. -0000		
HOKZZ00546191	1	1	Belt Equipment LRG	00. -0000		
HOKZZ00570151	1	1	Belt Equipment LRG	00. -0000		
HOKZZ00570431	1	1	Belt Equipment LRG	00. -0000		
HOKZZ00571131	1	1	Belt Equipment LRG	00. -0000		
HOKZZ00572531	1	1	Belt Equipment LRG	00. -0000		
HOKZZ00576171	1	1	Belt Equipment LRG	00. -0000		

Row (1) of (650)    Total Qty (1499)    Highlighted Rows (1) Qty (850)    Show/Hide Columns

Keeping the left mouse button down, move the mouse to the left or to the right. You will notice a grayed bar that will appear between columns as you move the mouse. Release the mouse button when this bar is where you want the moved column to be placed. When this is done, the screen will adjust to the new format.



The screenshot shows the 'Stock' window with the same table, but the columns have been rearranged. The columns are: Item ID, Quantity, Nomenclature, Issue Count, DOE, Lot, and DLA. The first row is highlighted. The 'Issue Count' column is now between 'Nomenclature' and 'DOE'.

Item ID	Quantity	Nomenclature	Issue Count	DOE	Lot	DLA
SAZZ00669181	850	Belt Equipment LRG	1	00. -0000		
SAZZ00625251	1	Belt Equipment LRG	0	00. -0000		
HOKZZ00533381	1	Belt Equipment LRG	1	00. -0000		
HOKZZ00533801	1	Belt Equipment LRG	1	00. -0000		
HOKZZ00537511	1	Belt Equipment LRG	1	00. -0000		
HOKZZ00539331	1	Belt Equipment LRG	1	00. -0000		
HOKZZ00540801	1	Belt Equipment LRG	1	00. -0000		
HOKZZ00545981	1	Belt Equipment LRG	1	00. -0000		
HOKZZ00546191	1	Belt Equipment LRG	1	00. -0000		
HOKZZ00570151	1	Belt Equipment LRG	1	00. -0000		
HOKZZ00570431	1	Belt Equipment LRG	1	00. -0000		
HOKZZ00571131	1	Belt Equipment LRG	1	00. -0000		
HOKZZ00572531	1	Belt Equipment LRG	1	00. -0000		
HOKZZ00576171	1	Belt Equipment LRG	1	00. -0000		

Row (1) of (650)    Total Qty (1499)    Highlighted Rows (1) Qty (850)    Show/Hide Columns

### 3.3.3.2.4 Editing Individual entries

You may edit data in any field on individual or multiple lines. To edit an individual data line, double-click the line to be edited and a screen similar to the following will display:

On this screen, click into the field that you wish to edit and make desired changes.

**NOTE:** Issued items may not be edited until the item or bag is returned.

#### 3.3.3.2.4.1 Bar Codes That May be Scanned Via Serial Scanning

The following bar codes may be scanned using a serial scanner when editing a single stock entry (see *Section 2.7* for the definition of bar code type):

Bar code Type	What happens when scanned
User ID	Will assign the asset to the individual whose bar code was scanned.
2D Stock/Lot	Will fill in Nomenclature, Lot, Contract, and DOM. Will calculate DOE, Item Status, and Condition Code.
Part-Item Label	Will fill in Nomenclature, Lot, Contract, and DOM. Will calculate DOE, Item Status, and Condition Code.
NSN	Will fill in Nomenclature. Will calculate DOE, Item Status, and Condition Code.
Contract	Will fill in Contract. Will calculate DOE, Item Status, and Condition Code.
Lot	Will fill in Lot. Will calculate DOE, Item Status, and Condition Code.
DOM	Will fill in DOM. Will calculate DOE, Item Status, and Condition Code.
Serial Number	Will fill in Serial Number.

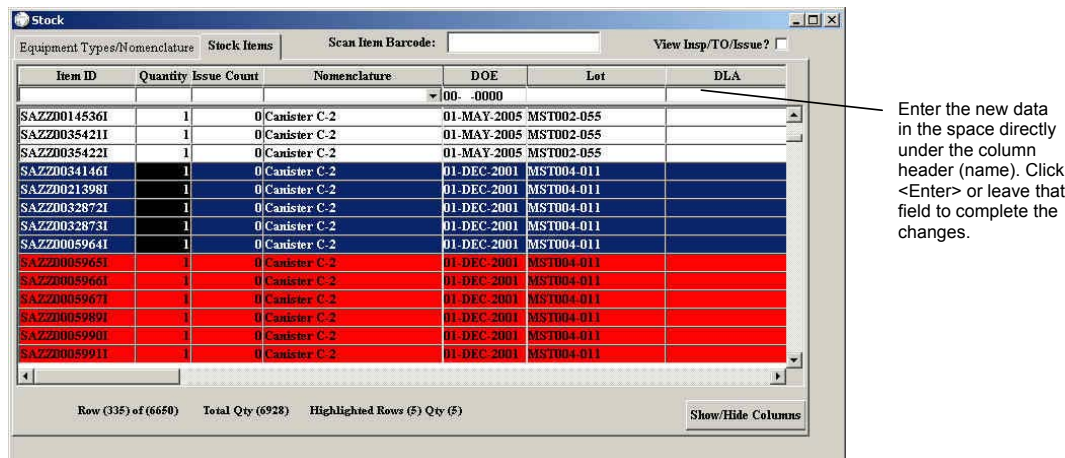
Bar code Type	What happens when scanned
Location ID	Will update the current location.
OK	Saves as if the <OK> button is clicked.
CANCEL	Cancels as if the <Cancel> button is clicked.

**Note:** These bar codes must contain the Data Identifier (DI). If the DI is not included in the bar code of these labels, the label may be unrecognizable to the serial scanner.

### 3.3.3.2.5 Editing Multiple entries

To change data for consecutive multiple data lines, select the uppermost line to be edited. Scroll down to the last item to be edited, and then click the item while holding down the <Shift> key.

You may select non-consecutive rows by using the <CTRL> key, rather than the <Shift> key.



Enter the new data in the space directly under the column header (name). Click <Enter> or leave that field to complete the changes.

### 3.3.3.2.6 Scheduled Inspections tab

If inspection criteria have been identified against a specific stock item, you may perform inspections from the first tab.



Equipment Types/Nomenclature Stock Items Scan Item Barcode: View Insp/TO/Issue? ☒

Item ID	Quantity	Issue Count	Nomenclature	DOE	Lot	DLA
SAZZ00669181	850	0	Belt Equipment LRG	00- .0000		
SAZZ00625251	1	0	Belt Equipment LRG	00- .0000		
HOKZZ00533381	1	1	Belt Equipment LRG	00- .0000		
HOKZZ00533801	1	1	Belt Equipment LRG	00- .0000		
HOKZZ00537511	1	1	Belt Equipment LRG	00- .0000		

Row (1) of (650) Total Qty (1499) Highlighted Rows (1) Qty (850) Show/Hide Columns

Scheduled Inspections Schedule New Inspection Historical Inspections TO Current Issue Issue History

Record Inspection Cancel Inspection

Inspection Description	Scheduled Date
year check	07-MAY-2002

Clicking on the <Record Inspection> button will generate the Inspection window.

To remove a scheduled inspection, click the <Cancel> button and it will be removed from the list.

Inspection Record

Description: year check

Item Id: SAZZ00669181

Inspected By: edwards, karan

Date: 07-MAY-02

Comment:

New Location:

Save Cancel

The inspected by block will default to the person who is logged in to MICAS but can be changed to reflect any other person loaded in the personnel function

The date of the inspection is identified here. Comments may be entered and a new location may be designated.

Click the <Save> button when completed.

If the inspection is a non-recurring inspection, after entry of this data the inspection will be removed from the list on the Scheduled Inspections tab.

### 3.3.3.2.7 Schedule New Inspection tab

This tab allows you to schedule inspections that have not been previously defined.

Scheduled Inspections Schedule New Inspection Historical Inspections TO Current Issue Issue History

Add Inspection

Date	Inspection Description
5/7/2002 16:37:57	year check
5/7/2002 16:37:57	Gas Mask Fit Test
5/7/2002 16:37:57	Mask Inspection
5/7/2002 16:37:57	Disbonding Inspection
5/7/2002 16:37:57	another inspection

Highlight the inspection to be added and click the Add button.

The list of defined inspections will display.

Once added, you can see the scheduled inspection on the Scheduled Inspections tab (see Section 3.3.3.2.5 in this manual).

### 3.3.3.2.8 Historical Inspections tab



This tab lists previous inspections that were completed on the asset.

To modify an inspection in the list, click the Modify button

Two reports are available for the highlighted inspection.

Scheduled Inspections	Schedule New Inspection	Historical Inspections	TO	Current Issue	Issue History
<div> <div>Modify</div> <div>Inspection Report</div> <div>Detailed Inspection Report</div> </div>					
Inspection Date	Insp By Name	Inspection Description			
07-May-2002	edwards, karen	year check			
07-May-2002	edwards, karen	Disbonding Inspection			

### 3.3.3.2.9 Tech Orders Tab

The Tech Orders tab is not commonly used for mobility operations at the present time. This function has the capability to record tech order data, perform TCTO inspections and produce TCTO reports.

Scheduled Inspections	Schedule New Inspection	Historical Inspections	TO	Current Issue	Issue History
<div> <div>Annotate TCTO</div> <div>View T/O Detail</div> <div>Tech Order Report</div> <div>Detailed Tech Order Report</div> </div>					
Tech Orders Performed	Performed By	Performed Date	Comment		
test tech order	edwards, karen	5/8/2002 08:51:14			
test tech order	edwards, karen, l	5/8/2002 08:51:49	hello		
test tech order	SA0003391	5/8/2002 09:10:55			

### 3.3.3.2.10 Current Issue Tab

This tab lists all individuals to whom this asset is currently issued.

Scheduled Inspections	Schedule New Inspection	Historical Inspections	TO	Current Issue	Issue History
To	Date	By	Return Date	Deployment Indicator	
NORMAN, JAMES, R	05-OCT-1998	ADMINISTRATOR, SYSTEM00-	0000		

### 3.3.3.2.11 Issue History Tab


This tab lists all issuances and returns of the asset.

Scheduled Inspections	Schedule New Inspection	Historical Inspections	TO	Current Issue	Issue History
Kit	Issue To	Type	Date	By	
	edwards, karen	Issue	08-MAY-2002	edwards, karen	

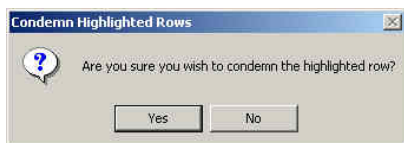
**\*\*NOTE:** Tracking this history began with the installation of version 1.6h. Anything before is not included

**NOTE:** Logging this data began with release 1.6h. All issuances and returns entered prior to that release will not be included in this list.

### 3.3.3.3 Condemning Stock

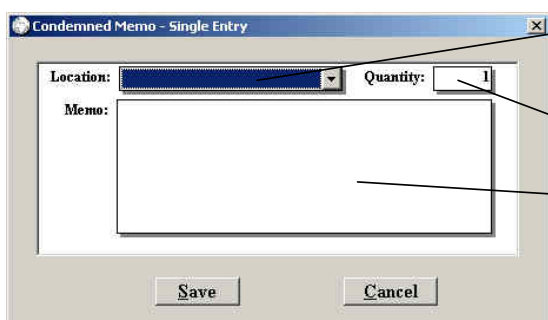
To condemn stock items, select the data line or lines using the same process as described under edit and click the  icon in the lower toolbar when in the Stock screen.

MICAS will ask you to confirm that you wish to condemn the selected item or items.



Selecting <YES> will generate the condemned memo window.

#### 3.3.3.3.1 Condemning 1 row

A dialog box titled "Condemned Memo - Single Entry". It has a "Location:" dropdown menu, a "Quantity:" text box with the value "1", and a large "Memo:" text area. At the bottom are "Save" and "Cancel" buttons.

Indicate the location where the assets were moved. This will be one of your Ship/Receive Locations (see Section 8.2.14 in the *Administration Manual*).

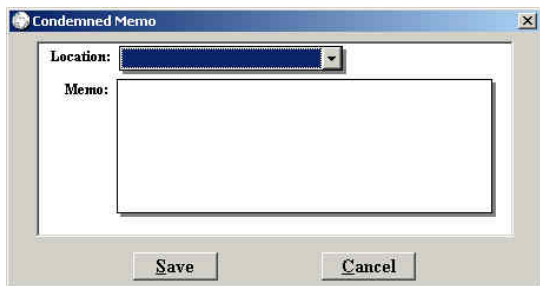
Indicate the quantity of these assets to be condemned.

This window requires that you enter why the item is being condemned. Information such as transfer information or report of survey numbers may be entered here.

A memo of some kind must also be entered.


#### 3.3.3.3.2 Condemning more than 1 row

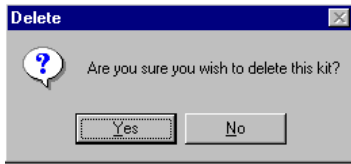
When condemning 1 row, MICAS assumes that you may not want to condemn all of the assets; therefore the system prompts you for the quantity. When condemning more than one row, MICAS assumes you want to condemn all and therefore will not ask for a quantity.

A dialog box titled "Condemned Memo". It has a "Location:" dropdown menu and a large "Memo:" text area. At the bottom are "Save" and "Cancel" buttons.

### 3.3.3.4 Deleting Stock

Deleting stock is done in much the same manner as in the condemn function. The primary difference is that no memo is required and data lines will be deleted regardless of quantity.

Click the  icon in the lower toolbar when in the Stock screen to remove the kit.




After clicking the Delete icon, MICAS will ask if you wish to delete the selected item.

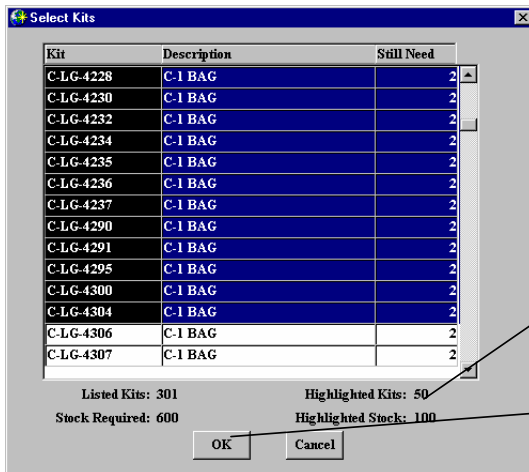
Clicking <NO> will terminate the delete operation.

Clicking <YES> will remove the asset(s) from the database.

### 3.3.3.5 Filling Multiple Bag Shortages

This function allows you to fill shortages in multiple bags requiring the same asset. This requires that the bag/kit template contain the asset you wish to insert and all kits that you wish to add stock be listed as incomplete in the Kit function for that asset.

Highlight the correct quantity of assets you wish to insert into bags. If assets are contained on one line, MICAS will deduct the appropriate amount of assets after the bags/kits are selected. Selected items must reflect identical unique data such as lot or contract numbers. When all the assets have been selected, click the  icon in the lower toolbar. This will generate a list of all bags that require one or more of that asset.




Highlight the bags to which you wish to add selected stock items.

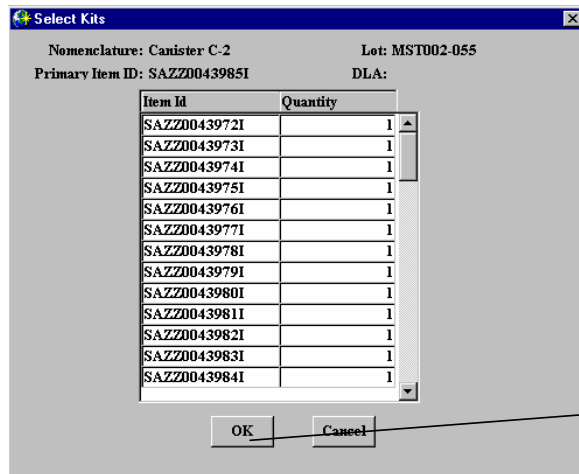
The counters in the lower portion of the window reflect the total kits and stock required for all kits on the left and the stock and kits that you currently have highlighted on the right.

When all assets have been selected, click <OK>.

### 3.3.3.6 Merge Stock

Due to the consolidation of stock functions in MICAS 1.6c, database files that existed prior to the release of 1.6c may contain assets with identical data listed on individual lines. It is possible to consolidate these assets under one data line if desired.

Select one of the assets that you wish to consolidate and click the  icon in the lower toolbar. This will generate a list of all identical assets that can be consolidated.



Highlight the items you wish to merge to the selected stock item.

When all assets have been selected, click <OK>.

MICAS compares the following data to determine whether stock matches the selected item:


- Vendor
- Nomenclature
- Manufacturer
- Item Status
- Permanent Location
- Current Location
- Serial Number
- Lot Number
- Contract Number
- Expiration Date
- Date of Manufacture
- Part number
- PAS Code
- Section
- Assigned Personnel

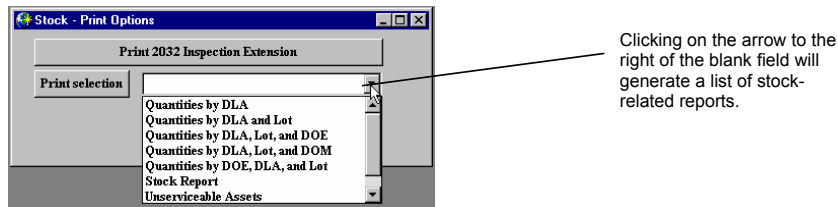
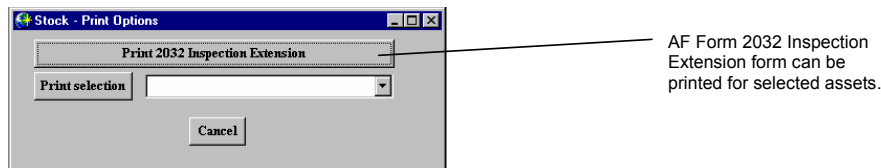
Only those stock items found that exactly matches this criteria will be listed.

The only exception is if an inspection has been scheduled, or a historical inspection has been recorded for any of the found items. If either has been done, the stock item will NOT be listed

**NOTE:** Assets cannot be in kits or bags. If items were MICAS-labeled prior to merging, labels will be rendered unusable.


### 3.3.3.7 Print Options

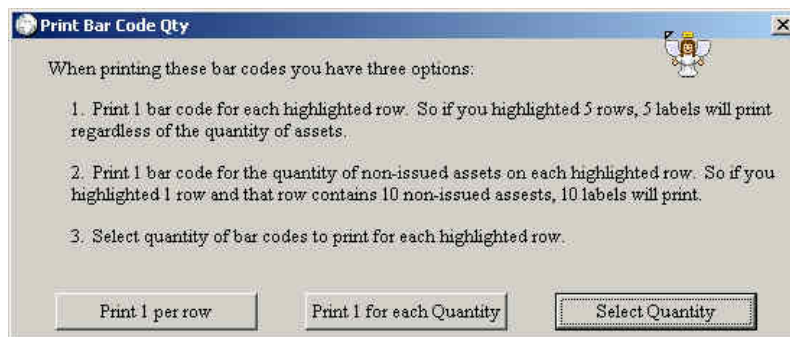
Click the  icon in the lower toolbar when in the Stock screen. The Print Options screen will display.



These reports are explained in detail in the *Reports Manual*

### 3.3.3.8 2D Barcode Print Options

Click the  icon in the lower toolbar when in the Stock screen. The 2D Barcode Options screen will display.



Click the button for the quantity of barcode you wish to print. If you click the button to select the quantity, MICAS will display a screen similar to the following:


Qty to Print	Nomen	NSN	Contract
10	Canister C-2	4240011192315	

The default in the Quantity to Print field is the quantity of stock for the asset selected. If you wish to print a different quantity, enter the desired quantity and click OK.

### 3.3.4 Transfer

This function allows for the transfer of asset, bag or kit ownership from one PAS code (owning unit) to another. This function would be used when several units controlling their own assets and sharing the same MICAS database wish to transfer accountability of mobility equipment assets.

To access the Transfer function, you have two options:

- |  |        |   |
|--|--------|---|
| 1 Select <u>I</u> nventory from the MICAS main menu. | - OR - | Click the  toolbar icon. |
| 2 Select Transfer.                                   |        |   |

The following screen will display:

Select the PAS code that you wish to transfer assets to from the list in the upper left window

If more than one section is assigned under the same PAS code, select from the list. If no sections are assigned the default "All" will be used.

Locations must be assigned to the receiving PAS code to process a transfer. Select one of these locations.

Transfer To:

PAS

728 ACS

85 TES

96 SUPS

SYSTEM ADMINISTRATOR

UAV Battletab

Section

All

Location

A-BAG SL

A-MEZ

B-BAG SL

B-MEZ

Select Inventory To Transfer:

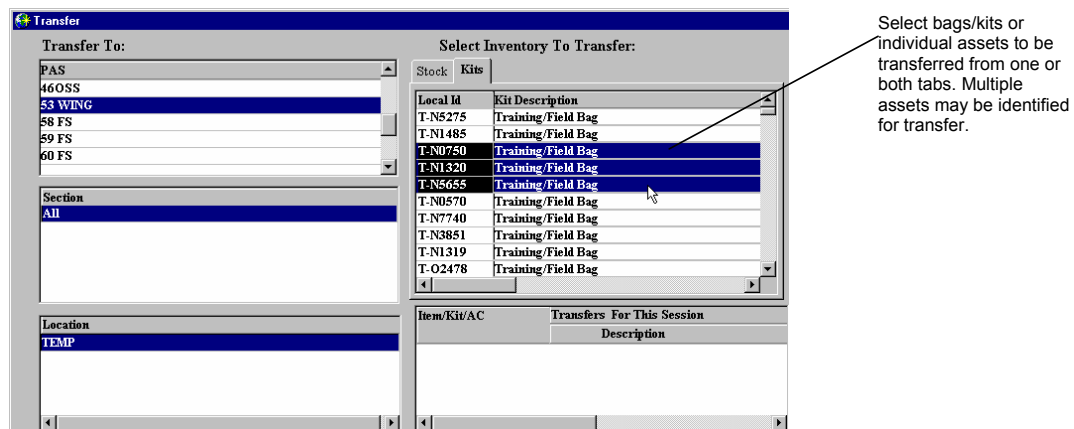
Stock	Kits
Item Id	Nomenclature
H0JZZ0102727I	Canister C-2
H0KZZ0053272I	Mask MCU2/P MED
H0KZZ0053280I	Case Ammo M16
H0KZZ0053281I	Suspender Equipment
H0KZZ0053426I	Mask MCU2/P MED
H0KZZ0053433I	Mask MCU2/P MED
H0KZZ0053448I	Mask MCU2/P LRG
H0KZZ0053475I	Mask MCU2/P LRG
H0KZZ0053587I	Mask MCU2/P MED
H0KZZ0053622I	Mask MCU2/P LRG

Item/Kit/AC

Transfers For This Session

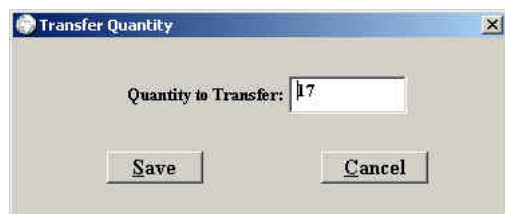
Description

### 3.3.4.1 Selecting Assets to Transfer



After the desired assets have been selected, click the  icon in the lower toolbar.

If you selected more than one row to transfer, the assets will be transferred. If you selected only one row to transfer, the quantity of assets for that row will be reviewed. If the row has a quantity of one, the asset will be transferred. If the row has a quantity larger than one, the following screen will display:



The quantity of assets will default, but may be changed.

Click <Save>. The quantity of assets indicated will be transferred.

When done, transferred assets will be reflected in the lower right window.



**Run Transfer**

**Transfer To:**

PAS

45 Sups  
46MXS  
46OSS  
53 WING  
58 FS

**Section**

All

**Location**

TEMP

**Select Inventory To Transfer:**

Stock | Kits

Item Id	Nomenclature
HOKZZD1027271	Canister C-2
HOKZZD0532721	Mask MCU2/P MED
HOKZZD0532801	Case Ammo M-16
HOKZZD0532811	Supplies Equipment
HOKZZD0534261	Mask MCU2/P MED
HOKZZD0534331	Mask MCU2/P MED
HOKZZD0534401	Mask MCU2/P LRG
HOKZZD0534751	Mask MCU2/P LRG
HOKZZD0535871	Mask MCU2/P MED
HOKZZD0536221	Mask MCU2/P LRG

**Transfers For This Session**

Item/Kit/AC	Description
HOKZZD0532801	Case Ammo M-16

### 3.3.4.2 Bar Codes That May be Scanned Via Serial Scanning

The following bar codes may be scanned using a serial scanner when entering transfer data (see *Section 2.7* for the definition of bar code type):

Bar Code Type	What happens when scanned
Item ID	Will scroll the Stock list to the one scanned.
Kit ID	Will scroll the Kit list to the one scanned.
Location ID	Will scroll the Location list to the one scanned.
Serial Number	Will scroll the Stock list to the one containing the serial number scanned.

**NOTE:** These bar codes must contain the Data Identifier (DI). If the DI is not included in the bar code of these labels, the label may be unrecognizable to the serial scanner.

### 3.4 Kits

#### 3.4.1 Receiving Bags

This function is unique to the MICAS system. It will allow you to receive assets already contained in mobility bag or kit configuration. It is used to receive entire bags or kits that contain assets that have not yet been received into MICAS. You can receive multiple bags containing identical assets or single bags containing assets with unique characteristics such as Lot and contract numbers.

To access the Receive Bags function, you have two options:

- 1 Select Inventory from the MICAS main menu.
- 2 Select Receive Bags.

- OR -

Click the  toolbar icon.

The following screen will display:

#### MULTIPLE BAGS

##### SINGLE BAG

To receive a single bag, enter a locally assigned bag number.

Leave Seq and Quantity empty.

To receive multiple bags, several conditions must exist. All bag assets must be identical, in other words, the same nomenclature or NSN. They must also have the same PAS code, section, and location. They cannot have unique data such as lot, contract, or DOM unless all bags contain the same. You cannot assign these bags to individuals or designate a seal number until after they have been received.

##### BAG NUMBERING

Bag numbering is actually done by MICAS. You need only to specify a prefix. For example: SP-ABAG- or just A-. If you desire dashes between the prefix and the bag sequence number it must be reflected.

##### SEQUENCE AND QUANTITY

The next step defines sequence and quantity. In other words what number do you wish to start with and how many bags do you wish to create. If you wish to create 100 A-Bags numbered A-0001 through A-0100, you would indicate A- in the "Bag#" field 0001 in the Seq. field and 100 in the quantity.

Select the PAS code and section of the owning unit. If you centrally store bags for all units, this would most likely be your PAS code. If you are a client user storing your own bags use your unit's PAS.

Section is not commonly used for mobility equipment assets. This would only pertain to a unit with more than one section controlling their own bags. If this is not the case, select "all" indicating all sections.

Current and permanent locations are normally the same for mobility equipment purposes. Clicking in the Current Location field will display the Location table.

The selected location will be reflected in both permanent and current fields unless changed.

Select the type of bag you wish to receive. This is based on the templates that are created in the Kit Configuration function and will determine the type and quantity of assets to be received.

**NOTE:** If you have a 2D Kit label, it may be scanned at this time and all data from the label will be loaded.

The previous screen detailed those entries required. The entries on the following screen are optional:

The 'Receive Bags' form includes the following fields and callouts:

- Bag #:** A text field for the bag identifier.
- Seq:** A dropdown menu for sequence selection.
- Quantity:** A text field for the number of bags.
- Bag Type:** A dropdown menu for bag type selection.
- Assigned To:** A dropdown menu for assigning bags to individuals.
- Issued To:** A dropdown menu for issuing bags to individuals.
- PAS Code:** A dropdown menu for the Personnel Accounting System code.
- Section:** A dropdown menu for section selection.
- Cur Location:** A dropdown menu for current location.
- Perm Location:** A dropdown menu for permanent location.
- Seal Number:** A text field for the bag seal number.
- Size Letter:** A dropdown menu for bag size letter.
- Size Number:** A dropdown menu for bag size number.
- Print Kit ID Barcode:** A checkbox for printing the kit ID barcode.
- Print Kit Contents Barcode:** A checkbox for printing the kit contents barcode.
- Print Hand Receipts:** A checkbox for printing hand receipts.
- Kit Contents:** A table displaying the contents of the bag.

Callouts provide additional information:

- If this bag has been or is being issued, you may select the individual from the drop-down menu.
- If you assign bags to individuals and they have been previously loaded in the personnel function, you may select them from the drop-down menu.
- If a bag seal number is required, you may enter it here.
- If you wish to specify letter or number sizes for your bag or group of bags you may do so here. This is helpful for tracking purposes. For example, some units track the C-1 Bag by the size of the Battle Dress Overgarment and boots. (Medium/10)
- If you require bar code labels for the bag(s) being received, indicate this by placing a check mark in the box for bar code labels.
- If you require hand receipts for the bag(s) being received, indicate the number of hand receipts by using the up/down arrows.

### 3.4.1.1 Defining the Assets in the Bag

Once the Bag Type is entered, the list of assets in that bag will display in the Kit Contents section. It will appear something like the following:

Nomenclature	Equipment Type	Contract	Lot #	DOM	Exp Date	Serial Number
Canister C-2		DLA100-00-D-0001	23	00- -0000	00- -0000	
Canister C-2		DLA100-00-D-0001	23	00- -0000	00- -0000	
Canister C-2		DLA100-00-D-0001	23	00- -0000	00- -0000	
Canister C-2		DLA100-00-D-0001	23	00- -0000	00- -0000	
Decon Kit M-291		- - -	RHA90L003022	00- -0000	26-JUL-2006	
Decon Kit M-291		- - -	RHA90L003022	00- -0000	26-JUL-2006	
Hood MCU2/P		- - -		00- -0000	00- -0000	
Hood MCU2/P		- - -		00- -0000	00- -0000	
Hood MCU2/P		- - -		00- -0000	00- -0000	
Hood MCU2/P		- - -		00- -0000	00- -0000	

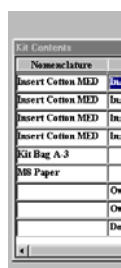
**NOTE:** See the **Common Data Entry Boxes** section in this manual for some of the data entry considerations.

#### 3.4.1.1.1 Screen functionality

**Adjusting Size** - Field size may be adjusted by clicking on the separator line within the header bar and dragging to the left or right. This will allow you to view entire entries. Setting will return to default once the window is closed.

**Data Repeat** - Data fields in this function will repeat after the first Lot, Contract, or DOM is added and you press <Enter> or move to another field. This is due to the fact that many users try to put like assets into bags. If the data on each asset is different, you will be required to manually change them. You can still use the tables and if the MFD is different, it will be recalculated for you.

#### 3.4.1.1.2 Entry of Nomenclature




In order for bag assets to be received, the nomenclature must be reflected in the far-left column in the Contents window.

Items designated in the kit configuration by nomenclature will already contain a nomenclature in this column.



Items designated by equipment type require a selection of a type or size asset. To select a desired type or sized item, click the arrow next to the equipment type. When this is done, a list of nomenclatures assigned to that equipment type will display. Select the nomenclature required.

#### 3.4.1.2 Completion of Bag

After all required entries have been made and you are ready to complete the receiving process, click the  icon.

**NOTE:** See the next section on copying the bag if you want to create another bag that is similar to the one defined.

#### 3.4.1.3 Copy Bag

Instead of clicking the  icon, the  icon may be clicked. This function saves you the steps of choosing each type or size of asset. It assumes that the next bag to be received may have some different unique data such as Lot number, Contract number, or manufacture date; however, all the assets themselves are the same type and size. In other words, all the stock numbers should be the same. This is helpful when bags have identical assets throughout several bags.

**NOTE:** You must remember to change the bag number. It cannot be duplicated and will generate an error if left unchanged.

#### 3.4.1.4 Receive Bag Reminders

This function actually populates stock with the assets that are in the bag or kit you are receiving. Do not use this feature if you have already received those assets into stock.

When using the multiple bag function, it is recommended that you always choose a beginning sequence number prefaced by at least two zeros. For example: 001, rather than 1. This will allow the bags to be placed in numerical sequence in the Kit function.

### 3.3.1.5 Bar Codes That May be Scanned Via Serial Scanning

The following bar codes may be scanned using a serial scanner when receiving a bag (see *Section 2.7* for the definition of bar code type):

Bar code Type	What happens when scanned
2D Stock/Lot	If the NSN matches the Nomenclature of the highlighted row, the system will fill in the Lot, Contract, and DOM.
2D Kit	Fills in the kit contents.
2D Kit Shipment	Fills in the kit contents.
2D Personnel	Fills in the name of the person to whom the kit is issued.
User ID	Fills in the name of the person to whom the kit is issued.
Location ID	Fills in the current and permanent locations.
Seal Number	Fills in the seal number.
Kit Type	Fills in the type of kit.
Lot	The lot of the highlighted row will be filled with the scanned value.
DOM	The Date of Manufacture of the highlighted row will be filled. When this action is performed, the DOE may be calculated.
Serial	The serial number of the highlighted row will be filled.
Location ID	The location of the highlighted row will be set.

**NOTE:** These bar codes must contain the Data Identifier (DI). If the DI is not included in the bar code of these labels, the label may be unrecognizable to the serial scanner.

### 3.4.2 Kit Building Wizard

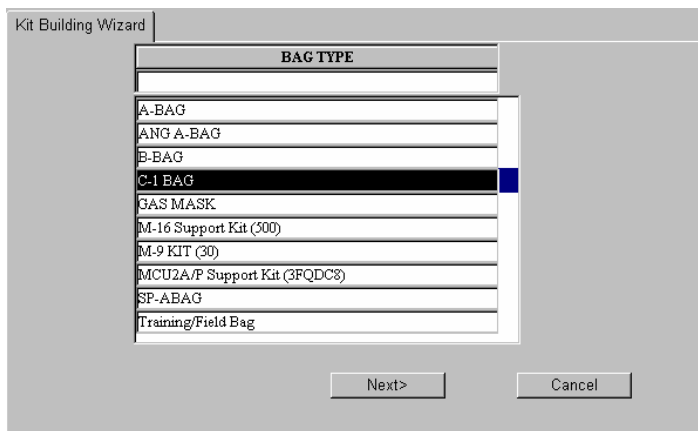
The Kit Building wizard steps you through the process of building a bag/kit from on-hand assets.

To access the Kit Building Wizard, you have two options:

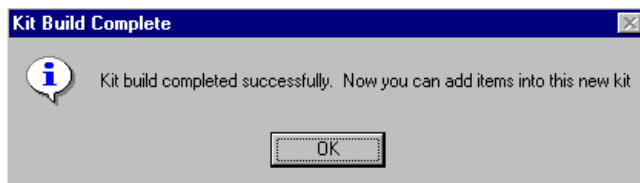
- 1 Select **Wizard** from the MICAS main menu.
- 2 Select Kit Building Wizard.

- OR -

Click the  toolbar icon.



Unlike with the primary kit building function, the wizard will step you through the process. After entering all mandatory basic kit data, select the kit configuration from which your bag/kit will be created. When this action is performed, the following message will appear:



Once the basic kit is created, the wizard will guide you through the add items area.

Add assets to Kit

Description	Quantity Required	Quantity Added
<b>Kit Bag A-3</b>	<b>1</b>	<b>0</b>
Boot ECW	1	0
Cap ECW	1	0
Mitten ECW	1	0
Parka ECW	1	0
Socks Wool/Cotton	2	0

Above are listed the assets required for this bag type. To add assets to this bag, click on a line and press NEXT. When finished adding assets to this bag, press DONE.

Next> Done

Highlight the template item you wish to add assets for and click <Next>.

A listing of available assets and their locations will be displayed.

Nomenclature selection

Description	Contract	Lot	DOM	Location	On Hand	To Take
Canister C-2	- - -	MST002033	05/89	BIN 10- E4	35	0
Canister C-2	- - -	MST002033	05/89	SA001124L	1	0

Above are listed the stock for this nomenclature. For each line where stock is to be taken, enter the quantity to take and press ADD STOCK. To not take any assets press BACK.

<Back Add Stock Cancel

Select the item(s) by highlighting the appropriate stock line and entering the desired quantity in the To Take box.

Repeat this process for each line item.



Add assets to Kit

Description	Quantity Required	Quantity Added
Kit Bag A-3	1	1
Boot ECW	1	0
Cap ECW	1	0
Mitten ECW	1	0
Parka ECW	1	0
Socks Wool/Cotton	2	0

Above are listed the assets required for this bag type. To add assets to this bag, click on a line and press NEXT. When finished adding assets to this bag, press DONE.

Next> Done

Line items are green until the required quantity is added. Once the required number of assets for a line is added, the line will be yellow to reflect serviceable status.

### 3.4.2.1 Bar Codes That May be Scanned Via Serial Scanning

The following bar codes may be scanned using a serial scanner when in the Kit Building Wizard (see *Section 2.7* for the definition of bar code type):

Bar code Type	What happens when scanned
Location ID	Will scroll the visible list to the Location scanned.
User ID	Will scroll the visible list to the User scanned.
NSN	Will scroll the visible list to the NSN scanned.
Contract	Will scroll the visible list to the Contract Number scanned.
Lot	Will scroll the visible list to the Lot Number scanned.

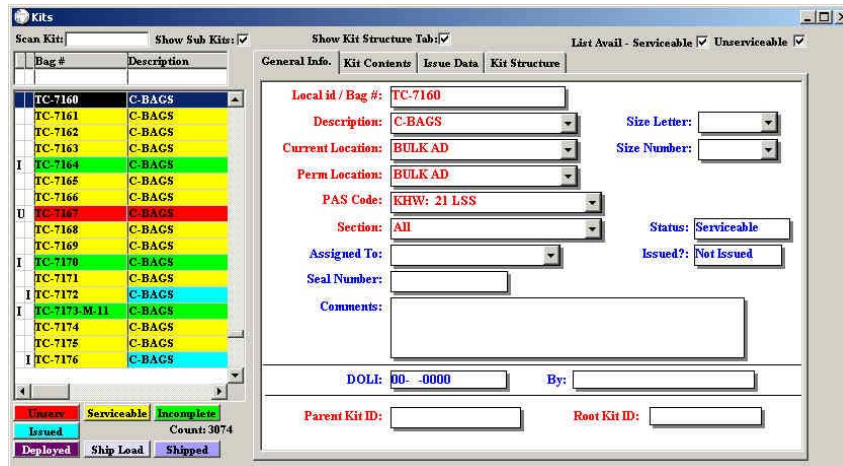
**NOTE:** These bar codes must contain the Data Identifier (DI). If the DI is not included in the bar code of these labels, the label may be unrecognizable to the serial scanner.

### 3.4.3 Kit Maintenance

To access the Kit Maintenance function, you have two options:

- |  |        |   |
|--|--------|---|
| 1 Select Inventory from the MICAS main menu. | - OR - | Click the  toolbar icon. |
| 2 Select <u>K</u> its.                       |        |   |

The following screen will display:



The screenshot shows the 'Kits' window with the following details:

- Left Panel:** A list of bags with columns 'Bag #' and 'Description'. The list includes items like TC-7160, TC-7161, TC-7162, TC-7163, TC-7164, TC-7165, TC-7166, TC-7167, TC-7168, TC-7169, TC-7170, TC-7171, TC-7172, TC-7173-M-11, TC-7174, TC-7175, and TC-7176. Each item is color-coded (yellow, green, red, blue).
- Main Panel (General Info tab):**
  - Local id / Bag #: TC-7160
  - Description: C-BAGS
  - Current Location: BULK AD
  - Perm Location: BULK AD
  - PAS Code: KHW: 21 LSS
  - Section: All
  - Assigned To: (empty)
  - Seal Number: (empty)
  - Status: Serviceable
  - Issued?: Not Issued
  - Comments: (empty text area)
- Buttons and Fields:**
  - Buttons: Unuse, Serviceable, Incomplete, Issued, Deployed, Ship Load, Shipped.
  - Count: 3074
  - DOLI: 00-0000
  - By: (empty)
  - Parent Kit ID: (empty)
  - Root Kit ID: (empty)

#### 3.4.3.1 Kit Screen Layout

The Kits Function is the nerve center of your MICAS system. From here you can monitor bag status, edit contents data, build new kits from available stock, add and remove assets from existing bags, break down bags as well as print labels, hand receipts and kit reports. This section will break down the kit function by section to better describe its operation.

### 3.4.3.1.1 Kit Data List Window

The Kit List window reflects all loaded kits. This window is initially displayed in order of bag number; however, the list may be sequenced by any of the columns included by clicking on the column title in the header bar.

If you have a kit label and would like to scan to for access, place the cursor in this box and once the label is scanned, the list will scroll to the kit.

MICAS allows you to have kits within kits. For example: you may have a First Aid kit inside a Bag kit. When this box is checked, all kits even those that are a part of another kit (i.e., sub kits) will be shown in the list. When this box is not checked, data about the upper level kits will be included in the list only.

The leftmost column is included for colorblind users to easily distinguish the kit status. Serviceable kits will contain a blank, Unserviceable kits will contain a U, and Incomplete kits will contain an "I".

The second column is included for colorblind users to easily distinguish the issue status. Issued kits will contain an "I", non-issued kits will contain a blank.

The color status keys located at the bottom of the display are also buttons that will query your kits down to the corresponding status. Clicking one of these buttons with the LEFT mouse button will display all kits of that status. Clicking one of these buttons with the RIGHT mouse button will display all kits NOT of that status.

Bag #	Description	Status
3FQDC KIT #1	M-9 KIT (30)	
A-0001	A-BAG	Yellow
A-0002	A-BAG	Yellow
A-0003	A-BAG	Yellow
A-0004	A-BAG	Yellow
A-0005	A-BAG	Yellow
A-0007	A-BAG	Yellow
A-0008	A-BAG	Yellow
A-0009	A-BAG	Yellow
A-0010	A-BAG	Yellow
A-0011	A-BAG	Yellow
A-0012	A-BAG	Yellow
A-0013	A-BAG	Yellow
A-0014	A-BAG	Yellow
A-0015	A-BAG	Yellow
A-0016	A-BAG	Yellow
A-0017	A-BAG	Yellow

Count: 5137

The colors allow easy identification kit status, issue status, and location data. A kit may include all three colors. For example: An Issued, Serviceable, kit stored at a deployed location will reflect Serviceable (Yellow), Issued (Blue), and Deployed (Purple) on the same line.

Double-clicking on any bag or kit in this list will bring up the contents editor. The editor displays all assets contained in the kit and their unique data.

Nomenclature	Lot Number	Contract NO.	Date of Manufacture	Expiration
Canister C-2			00- -0000	00- -00
Canister C-2			00- -0000	00- -00
Canister C-2			00- -0000	00- -00
Canister C-2			00- -0000	00- -00
Canister C-2			00- -0000	00- -00
Canister C-2			00- -0000	00- -00
Canister C-2			00- -0000	00- -00
Canister C-2			00- -0000	00- -00
Canister C-2			00- -0000	00- -00
Canister C-2			00- -0000	00- -00
Canister C-2			00- -0000	00- -00
Canister C-2			00- -0000	00- -00
Canister C-2			00- -0000	00- -00
Canister C-2			00- -0000	00- -00
Canister C-2			00- -0000	00- -00
Canister C-2			00- -0000	00- -00

To review the data about the assets loaded in this kit select the Stock tab.

Data such as Contract/Lot and Manufacture Date may be viewed and edited from here without the need to go into the Stock function. You may access the Contract/Lot tables by clicking on the arrow to the right of the field.

The editor is also a ready reference for item status. Bags or kits reflecting “unserviceable” status will have the assets causing that status reflect either red for unserviceable or orange for suspended.

Edit Kit Items - test master  
 Stock   Sub Kit

Local ID	Kit Type	Item Status	Issued?	PAS Code	Section	Per
test master01	C-1 BAG	Serviceable	Not Issued	D5C: 33	All	A-M
test master02	C-1 BAG	Serviceable	Not Issued	D5C: 33	All	A-B

Ok   Cancel

- To review the data about the assets loaded in this kit, select the Stock tab.

The list of kits in the kit will display. Double clicking on any of these kits will bring up the list of assets and kits within that kit.

### 3.4.3.1.2 Kit General Tab

The General Info Tab reflects data on the selected kit. The selected kit will be highlighted in dark blue.

General Info. Kit Contents Issue Data Kit Structure List Avail - Serviceable ☐ Unserviceable ☐

Local id / Bag #: A-0007

Description: A-BAG Size Letter:

Current Location: ISU-90 A01 Size Number:

Perm Location: ISU-90 A01

PAS Code: SA: SYSTEM ADMINISTRATOR

Section: All Status: Serviceable

Assigned To:  Issued?: Not Issued

Seal Number:

Comments:

DOLI: 00-0000 By:

Parent Kit ID:  Root Kit ID:

The Parent Kit ID is the ID of the kit in which the display kit is included. The Root Kit ID is the ID of the overall kit.

For example: Let's say you have a UTC Kit that contains Bins. Each bin is a Kit that contains bags. Each bag contains assets.

When you are viewing data about one of the Bags, the Parent Kit ID will contain the ID for the Bin kit and the Root Kit ID will contain the ID of the UTC kit.

### 3.4.3.1.3 Kit Contents Tab

The contents tab reflects assets contained in the selected kit.

Each item and the required quantity are reflected here.

This area also reflects item status including incomplete. If at least one of the required assets is missing, unserviceable or suspended, that template item will reflect the appropriate color status. If the required number of assets are in the bag/kit and they are all serviceable the template item will reflect yellow for serviceable.

**NOTE:** If kit items are in suspended status, the template item will reflect red for unserviceable. The individual assets will however reflect orange for suspended.

**NOTE:** Assets in the kit that do not fit one of the configuration lines will be identified as 'X-STOCK' and 'X-KIT'.

If the List Available Serviceable box is checked, the Available tab will be visible. If the List Available Serviceable box is empty, the Available tab will NOT be visible.

If the List Available Unserviceable box is checked, the Available but Unserviceable tab will be visible. If the List Available Unserviceable box is empty, the Available but Unserviceable tab will NOT be visible.

Immediately to the right of the configuration data is the contents window. This window will reflect any assets that are in the bag or kit for the template item that is selected. The selected template item will be reflected in blue.

The counters located in the center of the tab reflect total kit items on the left and total items for the highlighted template item on the right.

Updating a kit contents may cause the overall kit status to change. When this happens, the kit list is refreshed. This refresh process may take a few seconds to run, which can slow you down. To eliminate this slow down, remove the checkmark from this box and the refresh of the overall list will not occur.

The Kit Configuration may be defined based on Nomenclature (to include a specific asset such as size 5 boots), Equipment Type (to include any size of asset such as boots), or Sub-Kit (to include another kit such as First Aid Kit). When the configuration item is highlighted, the list of items available will display. This list will include stock if the configuration is for a nomenclature or equipment type. This list will include kits if the configuration is for a sub-kit.

To remove an asset in the kit, highlight the asset in the Contents window and press the Remove Item button.

As changes are made to the kit, you will be asked if you want to print a Hand Receipt.

If you are making many changes to a kit, this message can be quite annoying. Putting a checkmark in the box at the bottom will keep the message from appearing until you get out and back into the Kits screen.

### 3.4.3.1.3.1 Kit Contents for Nomenclature or Equipment Type

If you've selected to list the available serviceable or unserviceable stock, the list of will display and look something like the following:

Available		Available but Unserviceable		Scan Stock to Add			
Qty Avail	Take Qty	Description	Contract Number	Lot Number	DOM	DOE	Location
35	0	Canister C-2	- - -	MST002033	05/89	04/05	BIN 10- E4
1	0	Canister C-2	- - -	MST002033	05/89	04/05	SA001124L

To include assets, enter the quantity that are included in the kit and press the Add Item to Kit button.

To sort the list, click the Sort icon.

If you do not want to select the assets from a list, choose the Scan Stock to Add tab. From here, you can either enter or scan the asset information.

Available	Available but Unserviceable	Scan Stock to Add
<div> <div> Scan Item ID: <input type="text"/> </div> <div> Scan Serial #: <input type="text"/> </div> </div> <div>OR</div> <div> <div> Location: <input type="text"/>  Scan NSN: <input type="text"/>  Scan Lot: <input type="text"/>  Scan Contract: <input type="text"/>  Scan DOM: <input type="text"/> </div> <div>Done</div> </div> <div> <div>Remove Item</div> <div>Add Substitute</div> </div>		

The bar codes for location, NSN, Lot, Contract, and DOM can be scanned when adding items to a kit.

This data may be included on either a 1D label or in the Stock/Lot 2D label.

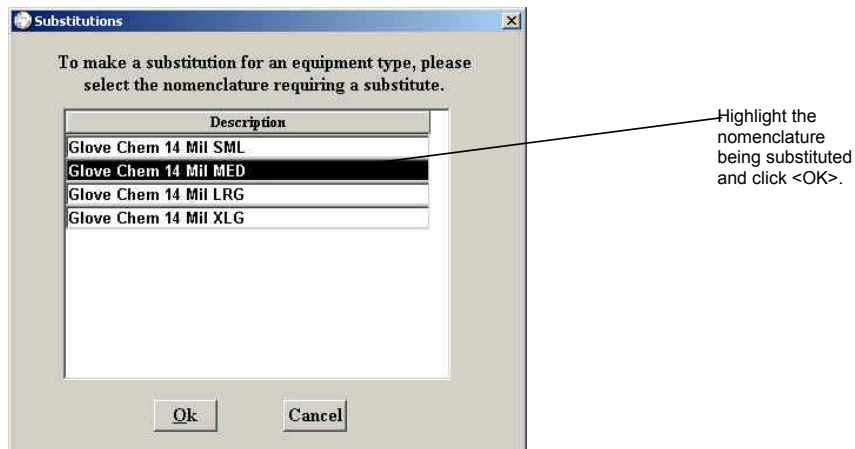
**NOTE:** This data can be entered as well as scanned.

The MICAS Serial # may be scanned or entered to identify items added to the kit.

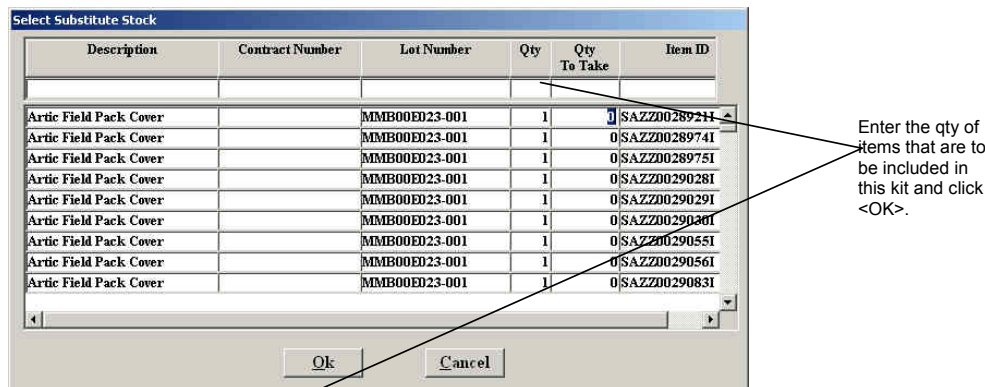
The MICAS Item ID label can be scanned to identify items added to the kit.

To include an asset not in the configuration for the kit, click the <Add Substitute> button. When pressed you will be given the option of which nomenclature to include.

One of two things will happen when the <Add Substitute> button is clicked. If the highlighted configuration line is for an Equipment Type, a screen will appear asking you to specify the nomenclature for which the item is being substituted. If the highlighted configuration line is for a Nomenclature, the screen the nomenclature you requested will not appear.

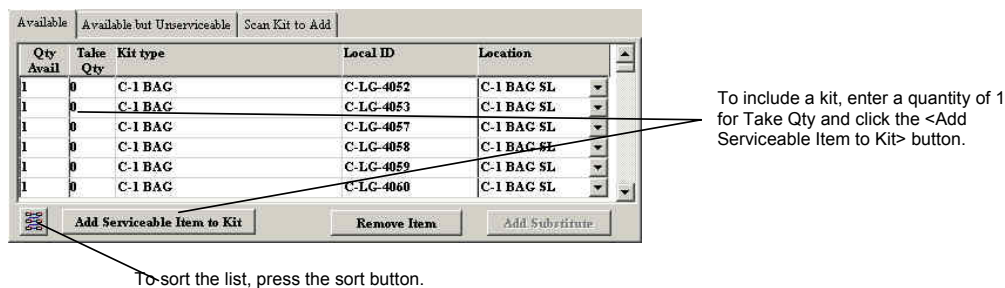


After the nomenclature is known (either by you selecting it from the above screen or if the configuration line is a Nomenclature), the list of all available assets will display.



#### 3.4.3.1.3.2 Kit Contents for Sub-Kits

If you've selected to list the available serviceable or unserviceable kits, the list of will display and look something like the following:





If you do not want to select the assets from a list, choose the Scan Stock to Add tab. From here, you can either enter or scan the asset information.

The MICAS Kit ID label can be scanned to identify sub-kits added to the kit.

Notice that the <Add Substitute> button is not available for sub-kits.

#### 3.4.3.1.4 Issue Data Tab

The Issue Data tab reflects issue data for the selected kit.

The top box contains data for the current issue. If the kit is not currently issued, this box will be empty.

You may change the Deployment Indicator and the expected Return Date of the kit.

The bottom box contains data for ALL issuances and returns of this kit.

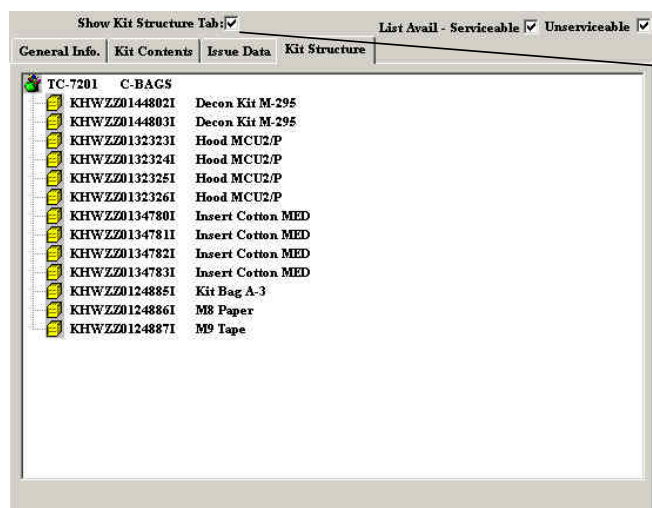
**NOTE:** We only started tracking this data in MICAS version 1.6h so any issuances or returns done in versions prior to 1.6h will NOT be included in this list.

Issue To	Type	Issue Return By	Date
ADAIR, MICHEAL	Issue	edwards, karen	01-MAY-2002

\*\*NOTE: Tracking this history began with the installation of version 1.6h. Anything before is not included

#### 3.4.3.1.5 Kit Structure Tab

The Kit Structure tab reflects, at a quick glance, the contents of the kit and its serviceable status.



Generating this list takes computer resources and therefore may slow your processing down. To generate this list, leave the checkmark in this box. To not generate this list (and therefore speed up processing) remove the checkmark from this box.

Each asset in the kit is listed. The color associated with the asset indicates its status. In this example, we have three canisters that are unserviceable because they are in red.

### 3.4.3.1.6 Bar Codes That May be Scanned Via Serial Scanning

The following bar codes may be scanned using a serial scanner when in the Kit screen (see *section 2.7* for the definition of bar code type):


Bar Code Type	What Happens When Scanned
Kit ID	If the Scan to Add tab is visible, the system will add the scanned kit as a sub-kit. If the Scan to Add tab is not visible, the system will scroll the list to the scanned kit.
Item ID	The item is added to the kit.
NSN	Fills in the NSN in the Scan to Add tab.
Lot	Fills in the Lot in the Scan to Add tab.
Contract	Fills in the Contract in the Scan to Add tab.
DOM	Fills in the DOM in the Scan to Add tab.
Serial	Finds the serial number scanned and adds the item to the kit.
2D Stock/Lot	Fills in the values scanned into the Scan to Add tab.
Location ID	Fills in the current and permanent locations.
Lot	The lot of the highlighted row will be filled with the scanned value.

Bar Code Type	What Happens When Scanned
DOM	The Date of Manufacture of the highlighted row will be filled. When this action is performed, the DOE may be calculated.
Serial	The serial number of the highlighted row will be filled.
Location ID	The location of the highlighted row will be set.

**NOTE:** *These bar codes must contain the Data Identifier (DI). If the DI is not included in the bar code of these labels, the label may be unrecognizable to the serial scanner.*

#### 3.4.3.2 Adding New Kit

One of the primary functions of “Kits” is to build bags or kits from serviceable stock. This can be accomplished if all assets have been received from with all necessary data such as Lot, Contract, and Manufacture Date. Bags/Kits are created based on the configurations or templates created in the “Kit Configuration function.

Click the  icon in the lower toolbar when in the Kit screen to build a new kit.

### 3.4.3.2.1 General Info Tab

The General Info tab allows you to select general information that will pertain to the bag you are about to create.

First you must create a unique local name for your bag or kit. This can be formatted to contain data such as type, size and a sequential number.


Example C-MD9-1000. This can be any combination of letters, numbers, and dashes; however, it must be unique. In other words it cannot be repeated in the same database.

The screenshot shows the 'General Info Tab' form with the following fields and annotations:

- Local id / Bag #:** A text input field. Annotation: "You may designate the size letter and/or number to the kit you are about to create. This is done primarily for tracking purposes when the same template is used to build bags containing different sized items."
- Description:** A dropdown menu. Annotation: "You must select the type of bag/kit that you wish to build from the available kit configurations under 'Description.'"
- Current Location:** A dropdown menu. Annotation: "Select permanent and current locations from the location window. Clicking in either Current or Perm location will generate the window."
- Perm Location:** A dropdown menu.
- PAS Code:** A dropdown menu showing "SA: SYSTEM ADMINISTRATOR".
- Section:** A dropdown menu showing "All".
- Status:** A dropdown menu showing "Incomplete".
- Assigned To:** A dropdown menu.
- Issued:** A dropdown menu showing "Not Issued".
- Seal Number:** A text input field.
- Comments:** A large text area.
- DOLL:** A text input field showing "00-0000".
- By:** A text input field.
- Parent Kit ID:** A text input field.
- Root Kit ID:** A text input field.

Additional annotations:

- Pointing to the 'Assigned To' field: "If your unit assigns bags to specific individuals and they have been previously loaded into MICAS, you may select them from the drop down list."
- Pointing to the 'PAS Code' and 'Section' fields: "PAS Code and Section indicate bag ownership. Select from the drop-down list, the PAS and Section of the owning or controlling unit."
- A note at the bottom right: "Note: In most cases, permanent and current location will be the same; however, a location must be selected for"

When done, click the  icon in the lower toolbar when in the Kit screen and the kit will be saved.

### 3.4.3.2.2 Contents tab

The next step is to add items to your kit. Click over to the Contents tab. All template items will initially show as green since the kit is empty. As you add the required number of items to the kit, these lines will change to yellow.

See Section 3.4.3.1.3 *Kit Contents Tab* in this document for instructions adding items. As you add items to your kit, a data line for each asset will appear in the upper right window and the total quantity number will increase. As you complete each template item and the required number of assets is added to your kit, the template items will reflect yellow.

The status of the kit will depend on the serviceability of the items added and whether the required number of items has been added.

#### 3.4.3.2.2.1 *Splitting Stock Added to a Kit*

When adding non-serialized assets to the kit, the system may automatically renumber that asset.

This will happen when you add stock that is stored in the system with a quantity other than one.

For example: you have 50 Gas Masks labeled as SA0000015I in the stock table.

When one of these assets is added to a kit, it is split from the quantity and a new entry is created for that asset.

For example: adding 1 of the 50 Gas Masks labeled as SA0000015I will result in two entries in the Stock table, the SA0000015I entry will be updated to a quantity of 49 and a new entry will be created with an ID of SA0000134I with a quantity of 1. SA0000134I will reflect the kit data.

Section 2.1.2.4 of the *Administration Manual* describes how to configure the system to automatically print a new label when this split occurs.

#### 3.4.3.2.2.2 *Merging Stock Removed from a Kit*

When removing non-serialized assets from the kit, the system may automatically renumber that asset.

When stock is removed from the kit, MICAS reviews the list of available stock (i.e., not issued and not in a kit). MICAS compares the following data to determine whether the stock being removed from the kit exactly matches an available item:

- Vendor
- Nomenclature
- Manufacturer
- Item Status
- Permanent Location
- Current Location
- Serial Number
- Lot Number
- Contract Number
- Expiration Date
- Date of Manufacture
- Part number
- PAS Code
- Section
- Assigned Personnel

If stock is found that exactly matches these criteria, MICAS will attempt to merge the items into one entry.

For example: you are removing Gas Mask labeled as SA0000134I from the kit. MICAS finds SA0000015I with a quantity of 49 that exactly matches the criteria listed above. SA0000134I will be removed from MICAS and SA0000015I will be updated to a quantity of 50.


The only exception is if an inspection has been scheduled, or a historical inspection has been recorded for the item being returned. If either has been done, the merge will NOT take place and both entries will be retained.

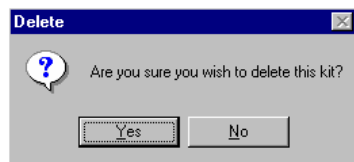
Section 2.1.2.4 of the *Administration Manual* describes how to configure the system to automatically print a new label when this merge occurs.

### 3.4.3.3 Deleting Kit

#### 3.4.3.3.1 Deleting a single kit

When deleting a kit, you have two choices: delete the kit and return the assets to stock or delete the kit and delete all assets in the kit. In the first case, you may want to break down a bag and return the contents to bulk storage. The items are no longer in a bag, but they are retained in stock. In the second case, you may have erroneously received a bag or perhaps demonstrated the receive bag function, and now you want to delete the kit and all of the assets from MICAS. This option deletes these assets permanently without making them part of the condemned report.

Click the  icon in the lower toolbar when in the kit screen to remove the kit.

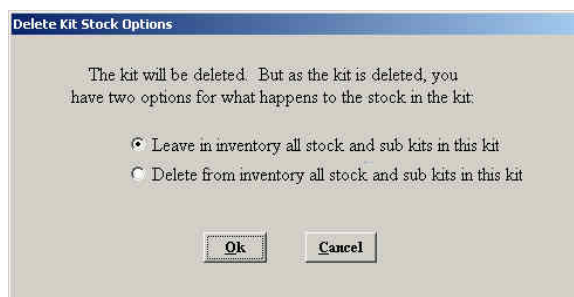


After the delete icon has been clicked, MICAS will ask if you wish to delete the selected kit.

Clicking <NO> will terminate the delete operation.

Clicking <YES> will remove the kit from the database.

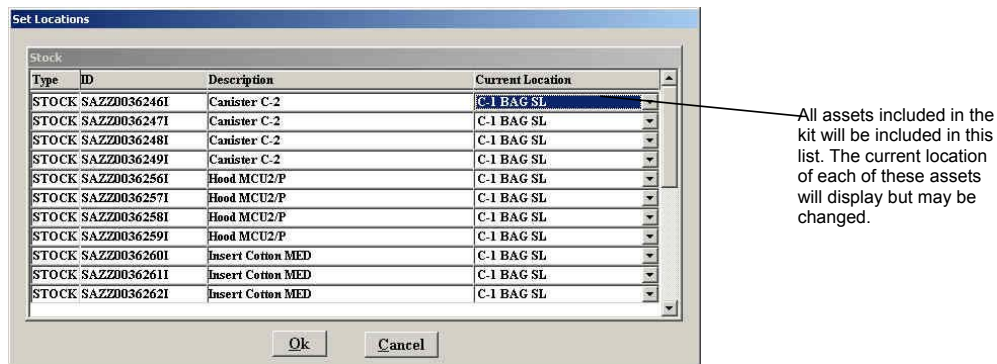
Now that the kit has been removed, you must choose what is to be done with the contents of that kit. You can either retain all the contents in stock or completely remove all stock from the inventory.



Select the "Leave in inventory" radio button:  
The stock will be left in inventory and available for addition to another bag.


Select the "<Delete from inventory>" radio button: All stock will be removed from inventory.

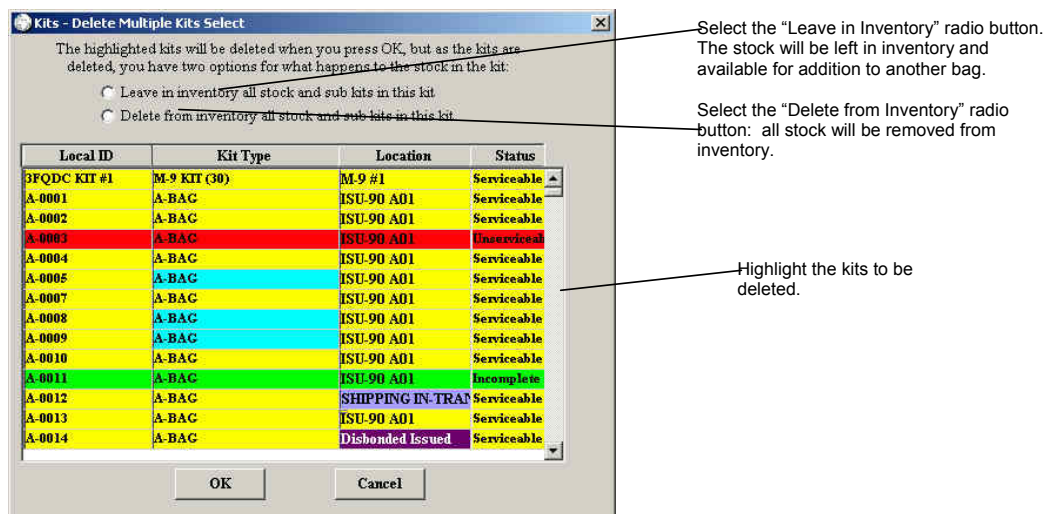
If you choose to leave the assets in inventory, a screen similar to the following will display:



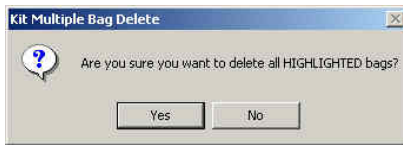
After selecting the current location for each of the assets click OK.

### 3.4.3.3.2 Deleting Multiple Kits

To select multiple kits for a mass delete, click the  icon in the lower toolbar when in the Kit screen.



When all the kits to be deleted are highlighted, click <OK> and you will be asked if you are sure you want to delete the kits.




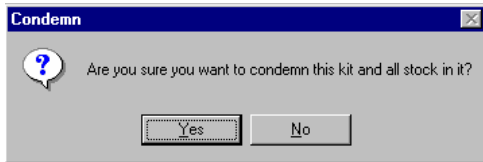
Clicking <NO> will terminate the delete operation.

Clicking <YES> will remove the kit from the database.

### 3.4.3.4 Condemning Kit

Condemning kits allows you to remove a kit and all its contents from the MICAS database but gives you the ability to indicate why the inventory was removed.

Click the  icon in the lower toolbar when in the Kit screen to condemn a kit.



After clicking the Condemn icon, MICAS will ask if you wish to condemn the selected kit.

Clicking <NO> will terminate the condemn operation.

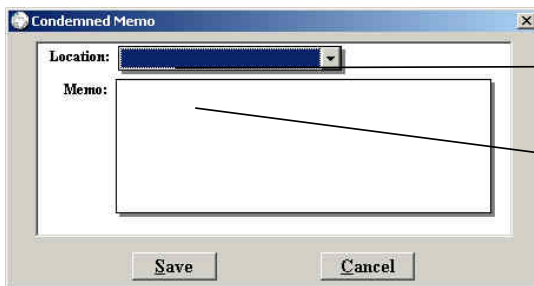
Clicking <YES> will remove the kit and all its contents from the database.



This window requires an entry explaining why the kit is being removed.

These comments will be contained in an audit record for two years and are reflected in the "Condemned Stock Report."

Click <SAVE> to complete the process and remove the bag/kit and all contents from the database.




Indicate the Ship/Receive Location to which the assets were sent.

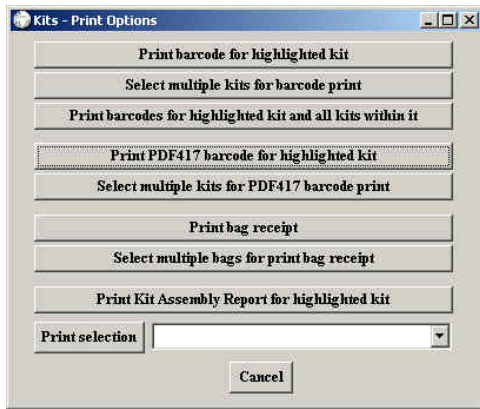
Indicate why the kit is being removed.

When the entry is complete, click <Save> button.

### 3.4.3.5 Print Options

While in the Kit screen, click the  icon in the lower toolbar to display print options.





You can print 1D Kit ID labels for one or many kits using the first three options.

You can print PDF417 Kit Contents bar codes for one or many kits using the next two options.


You can print hand receipts for one or many kits using the next two options.

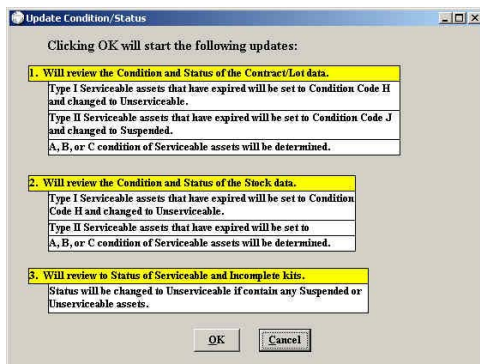
The remaining options are used to print kit reports.

**NOTE:** The following table lists known printer requirements to print PDF417 in bar codes:

Printer Type	Requirements
Intermec 3400A	PDF417 2D labels NOT SUPPORTED
Intermec 3400B	Firmware version 2.0 or higher
Intermec 4100A	PDF417 2D labels NOT SUPPORTED
Intermec 4100B	Expanded memory version firmware 2.7 or later and expanded RAM in the unit
Zebra Z4000	No known requirements, all printers work
Zebra Z4M	No known requirements, all printers work

### 3.4.3.6 Update Condition and Status

Click the  icon in the lower toolbar when in either the kit or stock screen and the screen used to update the condition and status of items will display.



Click <OK> and MICAS will begin a review of all kits and update the status of any that contain expired assets.

MICAS tracks all shelf/service life assets contained in the database. Any nomenclature that has shelf life criteria defined will be monitored. If the shelf life data in the nomenclature details is changed, the Update Condition/Status function must be run to ensure that all assets are appropriately updated.

Running Update Condition/Status instructs MICAS to update any bag status that may have been affected by expired assets.

Once completed, a report will be generated reflecting updated assets and bag/kits. Reference section 7.4 *Update Condition and Status Results* in the *Reports Manual*.

#### 3.4.3.6.1 Update Expired Warning Screen


A message similar to the following will display if more than 30 days have passed since the last time the update expired process was run.



This message will appear when attempting to run several of the MICAS programs. These programs include (but are not limited to) kits and stock.

The only way to make this message stop being displayed is to run Update Expired (see Section 3.4.3.6 *Update Expired* in this manual).

#### 3.4.3.7 Multiple Bag Update Sizes

Click the  icon in the lower toolbar when in the kit screen and the screen used to update the size for multiple kits will display.

Bag #	Description	Size Letter	Size Number
3FQDC KIT #1	M.9 KIT (30)		
A-0001	A-BAG		
A-0002	A-BAG		
A-0003	A-BAG		
A-0004	A-BAG		
A-0005	A-BAG		
A-0007	A-BAG		
A-0008	A-BAG		
A-0009	A-BAG		
A-0010	A-BAG		
A-0011	A-BAG		
A-0012	A-BAG		
A-0013	A-BAG		
A-0014	A-BAG		
A-0015	A-BAG		
A-0016	A-BAG		
A-0017	A-BAG		


MICAS has the capability to assign size indicators to bags. This is normally done when the bag is created. If indicators were not assigned when the bags were created, you may use this feature to change quantities of bags specific alpha or numeric sizes.

Indicate the desired *Size Letter* and/or *Size Number* from the drop-down lists located at the top of the window

Select the desired kits from the generated list. You can select multiple sequential kits by highlighting the first kit scrolling down to the last in the sequence and clicking on it while depressing the <Shift> key. You can select multiple non-sequenced bags by clicking the <CTRL> key and clicking each desired bag.

When done, click OK and the selected kits will be updated.

#### 3.4.3.8 Multiple Bag Update Location

Click the  icon in the lower toolbar when in the Kit screen and the screen used to update the location of multiple kits will display.

Local Id	Bag Type	Location	Location Type
3FQDC KIT #1	M-9 KIT (30)	M-9 #1	Warehouse Location
A-0001	A-BAG	ISU-90 A01	Warehouse Location
A-0002	A-BAG	ISU-90 A01	Warehouse Location
A-0003	A-BAG	ISU-90 A01	Warehouse Location
A-0004	A-BAG	ISU-90 A01	Warehouse Location
A-0005	A-BAG	ISU-90 A01	Warehouse Location
A-0007	A-BAG	ISU-90 A01	Warehouse Location
A-0008	A-BAG	ISU-90 A01	Warehouse Location
A-0009	A-BAG	ISU-90 A01	Warehouse Location
A-0010	A-BAG	ISU-90 A01	Warehouse Location
A-0011	A-BAG	ISU-90 A01	Warehouse Location
A-0012	A-BAG	SHIPPING IN-TRANS	Shipped In-Transit
A-0013	A-BAG	ISU-90 A01	Warehouse Location
A-0014	A-BAG	Disbanded Issued	Deployed
A-0015	A-BAG	SHIPPING LOADED	Loaded on Truck for
A-0016	A-BAG	ISU-90 A01	Warehouse Location
A-0017	A-BAG	ISU-90 A01	Warehouse Location

Indicate the desired Location from the drop-down located at the top of the window

Select the desired kits from the generated list. You can select multiple sequential kits by highlighting the first kit scrolling down to the last in the sequence and clicking it while depressing the <Shift> key. You can select multiple non-sequenced bags by depressing <CTRL> key and clicking each desired bag.

When done, click <OK> to update the selected kits.

### 3.5 Issues

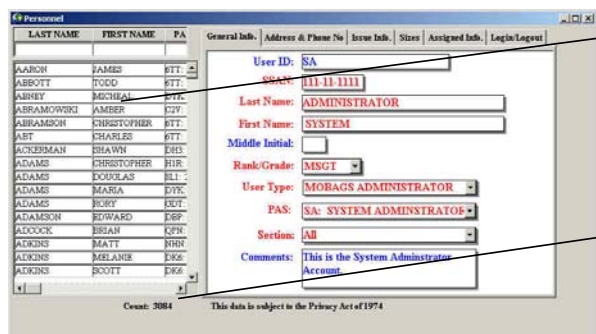
#### 3.5.1 Personnel

This function allows for the input of personnel data for MICAS users. A MICAS user is defined as anyone that will be issued mobility equipment assets (customers), as well as those maintaining and administering the system.

To access the Personnel function, you have two options:

- |   |        |   |
|---|--------|---|
| <ol style="list-style-type: none"> <li>1 Select <u>I</u>tems from the MICAS main menu.</li> <li>2 Select <u>P</u>ersonnel.</li> </ol> | - OR - | Click the  toolbar icon. |
|---|--------|---|

The following screen will display:



The left window contains an alphabetical list of all users.

The total number in view is reflected on the counter located at the bottom.

Personnel Form Fields:

- User ID: SA
- SSAN: 111-11-1111
- Last Name: ADMINISTRATOR
- First Name: SYSTEM
- Middle Initial:
- Rank/Grade: MSGT
- User Type: MOBAGS ADMINISTRATOR
- PAS: SA: SYSTEM ADMINISTRATOR
- Section: All
- Comments: This is the System Administrator Account.

Count: 2084      This data is subject to the Privacy Act of 1974

Personnel in view may depend on data access defined by your user type.

##### 3.5.1.1 General Info

This tab reflects general information pertaining to a specific individual. The only mandatory fields are located on this tab.



General Info. Address & Phone No. Issue Info. Sizes Assigned Info. Login/Logout

User ID: C987654

SSAN: 123-45-6789

Last Name: LAST NAME

First Name: FIRST NAME

Middle Initial:

Rank/Grade: 2LT

User Type:

PAS: 123rd

Section: 189 MOBILITY

Comments: 223rd

ADMINISTRATOR

AERIAL PORT

CIVIL ENGINEERING

CLINIC

### 3.5.1.2 Address/Phone/E-Mail Data

Optional personnel information may be added on this tab.

General Info.		Address & Phone No.		Issue Info.	Sizes	Assigned Info.	Login/Logout
Address: <input type="text" value="ADDRESS"/> City: <input type="text" value="CITY"/> State: <input type="text" value="OH"/> Zip: <input type="text" value="45410"/> Country Code: <input type="text"/> Home Phone: <input type="text" value="(937) 111-2222"/> DSN Phone: <input type="text" value="( ) -"/> DSN fax: <input type="text" value="( ) -"/> Comm. Phone: <input type="text" value="( ) -"/> Comm. Fax: <input type="text" value="( ) -"/> E-Mail: <input type="text"/>							

### 3.5.1.3 Issue Information

The Issue tab in the Personnel screen is used to view items that have been issued to a particular person. Clicking the Issue tab will display all items issued to the selected individual. Once a return has been processed, the items or kits will no longer be reflected on this tab.

You can return items from the Return screen or directly from this tab.

General Info.		Address & Phone No.		Issue Info.	Sizes	Assigned Info.
Issue Date	Issue By	Item Type	Local ID			
24-OCT-2003 17:03	Goldblatt, Lisa, J	Kit	123-A03	A-BAG		

To return from this tab, highlight the rows with items you wish to return and click

**Return Highlighted Asset**

**Return Highlighted Asset**

### 3.5.1.4 Size Information

If there is a requirement to track size data for individuals loaded in MICAS, you may select from the list of nomenclatures in the lower window and add them to the persons file.

Only nomenclatures with number size or letter size data defined in the nomenclature function will be listed.


Description	Number Size	Letter Size
Gortex Pants LRG REG		LG-REG
Helmets Cover, Snow XSM-SML		SML
Helmets Kevlar LRG		LRG
Helmets Kevlar MED		MED
Helmets Kevlar SML		SML
Helmets Kevlar XSM		XSM

### 3.5.1.5 Assigned Asset Information

If mobility bags or kits are assigned to a specific individual in the Kits function, this data will be reflected here.

Stock Item	Stock Desc	Kit Local	Kit Desc
		CE T39	A-1 BAG

### 3.5.1.6 Loading New Personnel

Click the  icon in the lower toolbar when in the Personnel screen to create a new user.

General Info	Address & Phone No	Issue Info	Sizes	Assigned Info
User ID:	<input type="text"/>			
SSAN:	<input type="text" value="--"/>			
Last Name:	<input type="text"/>			
First Name:	<input type="text"/>			
Middle Initial:	<input type="text"/>			
Rank/Grade:	<input type="text"/>			
User Type:	PERSONNEL WITH NO ACCESS			
PAS:	<input type="text"/>			
Section:	<input type="text"/>			
Comments:	<input type="text"/>			

Upon entry, the user ID field will be blank.

If you do not assign a user ID, MICAS will assign one when the user's personnel data is saved.

You may assign your own user ID. This ID must be unique. In other words, no two people can have the same user ID. A commonly used format is first initial of the last name and the last six digits of the social security number.

It is recommended that this ID be known by the individual. For individuals accessing and maintaining MICAS, it is used to log on to the system. For customers, it is one way of processing an issue to that individual.

### 3.5.1.6.1 Mandatory Fields

General Info	Address & Phone No	Issue Info	Sizes	Assigned Info
User ID:	JF005201			
SSAN:	000-00-0052			
Last Name:	JONES			
First Name:	FRED			
Middle Initial:	n			
Rank/Grade:	CAPT			
User Type:	PERSONNEL WITH NO ACCESS			
PAS:	2H1: FUELS			
Section:	ALL			
Comments:	<input type="text"/>			

Mandatory fields for loading personnel are User ID, SSAN, last and first name, rank, user type, PAS and section.

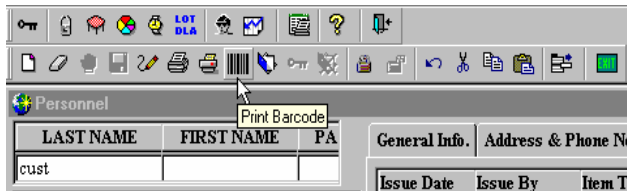
User Type is based on what type of access if any that the individual will require to the MICAS system. A user type must be selected from the drop-down menu; however, the user type may have no access rights. User types are created and defined in the System Privileges function.

Rank, PAS, and Section are defined in the system tables and available through drop-down menus. If the desired choice is not available, it will need to be added to the system tables.

### 3.5.1.7 Printing Labels

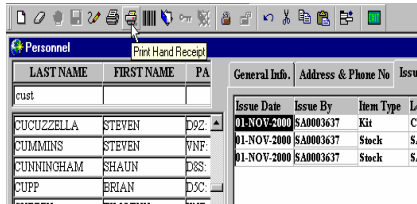
A user ID label will be created when loading new personnel. This label contains a bar code of the person's user ID. If you wish to print a user ID label after the person has already been loaded click the Print Bar Code icon.





### 3.5.1.8 Printing Hand Receipts

Hand receipts are generated at the time of issue and through the Kit function, however, it may be necessary to reprint these receipts for a specific user. Select the bag/kit or item from the list contained on the issue tab and click the Print hand Receipt icon. All items on that hand receipt will be printed.



**NOTE:** If your configuration options are set to preview the hand receipt (see Section 2.1.1.8 Hand Receipts Tab in the Administrator's Manual) the receipt will be viewed on the screen. Otherwise, the receipts will be sent directly to the printer.

### 3.5.1.9 Bar Codes That May be Scanned Via Serial Scanning

The following bar codes may be scanned using a serial scanner when entering personnel data (see Section 2.7 for the definition of bar code type):

Bar code Type	What happens when scanned
ID Card Linear Bar Code	Fills in the SSN.
2D Personnel	Fills in SSN, Last Name, First Name, Middle Initial, and Rank Grade.
User ID	Scrolls the list to the entry for the User ID scanned.
Last Name	Fills in the Last Name.
First Name	Fills in the First Name.
DONE	Saves as if the Save button is clicked.
CANCEL	Cancels as if the Cancel button is clicked.

**NOTE:** These bar codes must contain the Data Identifier (DI). If the DI is not included in the bar code of these labels, the label may be unrecognizable to the serial scanner.

### 3.5.2 Personnel Wizard

This Personnel Wizard will step you through the process of entering personnel into MICAS. Mandatory fields are outlined for you.

To access the Personnel Wizard, you have two options:

- |   |        |   |
|---|--------|---|
| 1 Select <u>W</u> izard from the MICAS main menu. | - OR - | Click the  toolbar icon. |
| 2 Select Personnel.                               |        |   |



#### 3.5.2.1 Bar Codes That May be Scanned Via Serial Scanning

The following bar codes may be scanned using a serial scanner when in the Personnel Wizard (see *Section 2.7* for the definition of bar code type):

Bar code Type	What happens when scanned
2D Personnel	Will fill in the SSN, Last Name, First Name, Middle Initial, and Rank.
SSN	Will fill in the SSN.

**NOTE:** These bar codes must contain the Data Identifier (DI). If the DI is not included in the bar code of these labels, the label may be unrecognizable to the serial scanner.



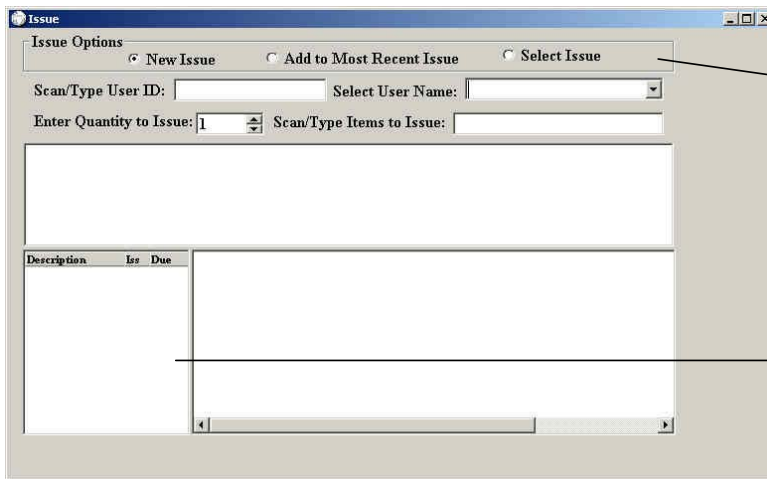
### 3.5.3 Issue

MICAS has the capability to issue single or multiple individual assets and or mobility bags/kits. Issues can be performed manually or with the assistance of AIT equipment. This section outlines issue procedures processed on a MICAS workstation. Issue procedures for a handheld terminal (HHT) are covered in the HHT section.

To access the Issue function, you have two options:

- |  |        |   |
|--|--------|---|
| 1 Select Inventory from the MICAS main menu. | - OR - | Click the  toolbar icon. |
| 2 Select Issue.                              |        |   |

A screen similar to the following will display.




This section will only appear if the System Administrator has selected "Allow Users to Extend an Issue" in the System Parameters.

If this box is visible, the default value from Configuration Options Issue Tab is checked.

This section will only appear if the System Administrator has selected "Issue By Menu" in the System Parameters. It will display the Kit/Menu configuration if one is defined for this issue.

### 3.5.3.1 Choose New or Extended Issue

If your installation is using “Extended Issue,” this section of the screen will be visible. When the screen opens, the Issue Options radio button will be set to your default option (See Section 2.1.1.9 of the *Administration Manual*). If you wish to change the option for this session, click the appropriate radio button.



#### 3.5.3.1.1 New Issue

This entry will be recorded as a new issue. This is useful when you are the first station in an “issue line” where multiple users issue assets to the same personnel.

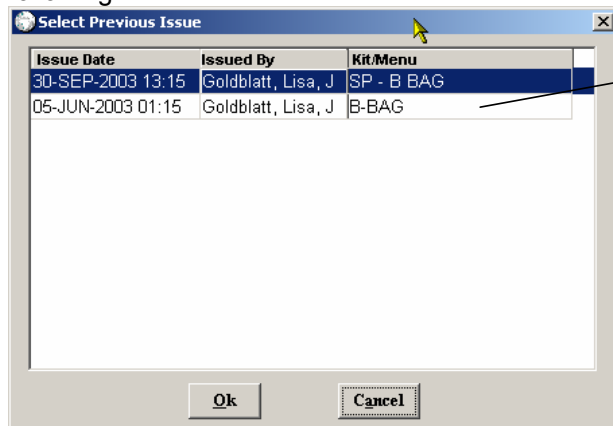
#### 3.5.3.1.2 Add to Most Recent Issue

If there is a previous entry for the user, the assets issued will be added to that issue. This is useful when you are in an “issue line” where multiple users issue assets to the same personnel as those personnel walk down the line. If there is no previous issues for the user, the entry will be recorded as a new issue.

#### 3.5.3.1.1 Select Issue

If the user has multiple previous issues, the system will allow you to choose which one to extend with this action. This is useful when users may have been issued part of a menu one day, and will complete it another day. If the user has only one previous issue, it is automatically selected. If there are no previous issues for the user, the entry will be recorded as a new issue.

If you need to select a previous issue, MICAS will present a screen similar to the following:



Issue Date	Issued By	Kit/Menu
30-SEP-2003 13:15	Goldblatt, Lisa, J	SP - B BAG
05-JUN-2003 01:15	Goldblatt, Lisa, J	B-BAG

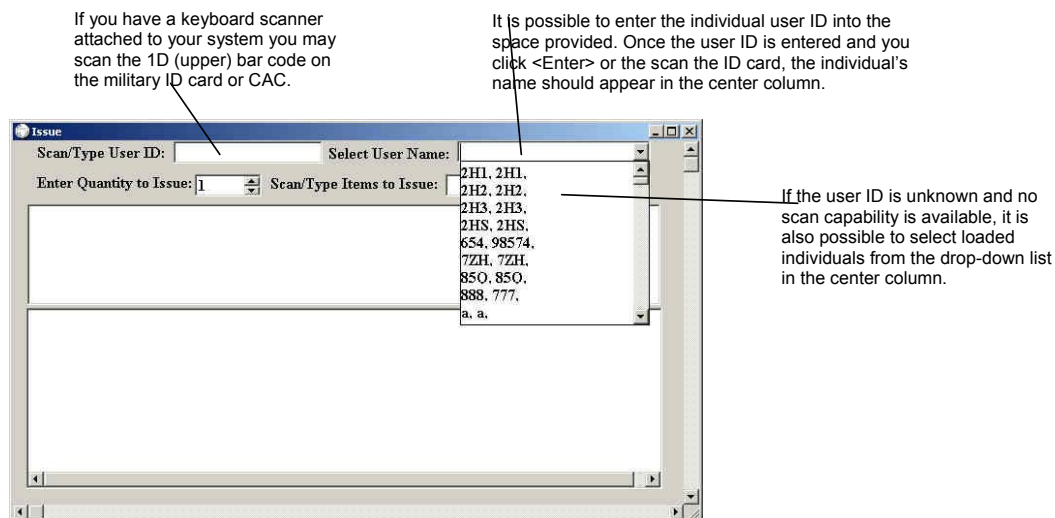
The Kit/Menu column only appears if your site uses “Issue by Menu.”


Select the issue you wish to extend and click <OK>.

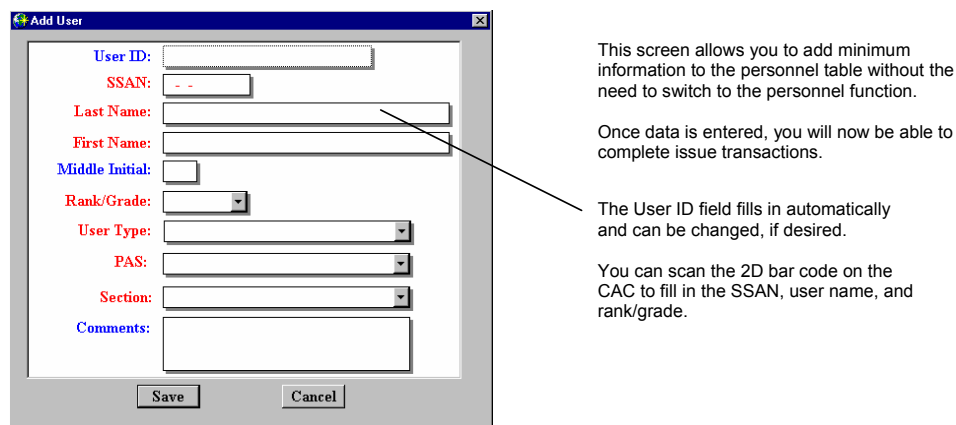
### 3.5.3.2 Scan/Entry of User ID


It is highly recommended that personnel be loaded prior to attempting an issue.

To process an issue, you must identify to MICAS the individual receiving the assets. You may accomplish this in several ways:



If the person to whom you are attempting to issue items or bags is not loaded, you may load the person into MICAS by clicking the  icon in the lower toolbar. The following screen will appear:

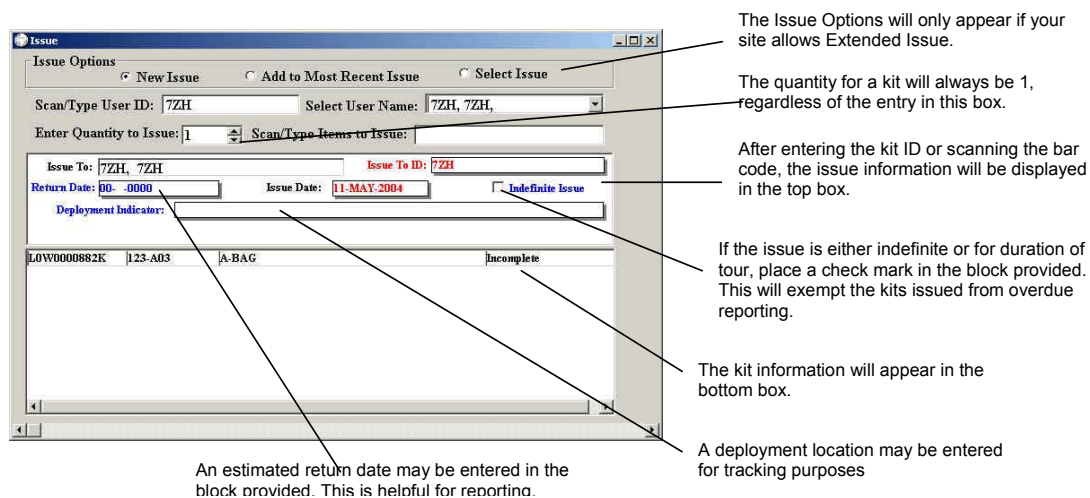


To refresh the contents of the user list, click the refresh button  on the bottom toolbar.

### 3.5.3.3 Issuing Kits

To issue a kit, there are two identification numbers that may be hand scanned or entered:

1. The MICAS KIT ID. This is an internally assigned number that MICAS assigns to each bag created. It is also reflected in the Kit ID bar code, which may be scanned.
2. The MICAS Local ID. This is the local bag number assigned when the bag was created for example C-MD-3000.



The Issue Options will only appear if your site allows Extended Issue.

The quantity for a kit will always be 1, regardless of the entry in this box.

After entering the kit ID or scanning the bar code, the issue information will be displayed in the top box.

If the issue is either indefinite or for duration of tour, place a check mark in the block provided. This will exempt the kits issued from overdue reporting.

The kit information will appear in the bottom box.

A deployment location may be entered for tracking purposes

An estimated return date may be entered in the block provided. This is helpful for reporting.


If your site issues using Kit/Menu Configurations, your screen will have additional information:

The Kit/Menu drop-down will allow you to choose a Kit Menu Configuration (or clear the entry). If there is a default issue menu specified in the System Tables this entry will be pre-filled.

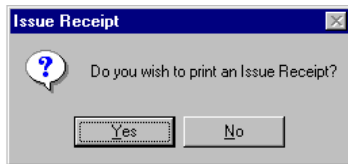
The configuration for the chosen configuration will appear in the box below. This box will let you know how many assets are issued against the configuration and how many are due.

If the kit is listed as unserviceable or incomplete MICAS will generate a serviceability warning. This warning can be overridden by selecting yes. This will make the status either issued/unserviceable or issued/incomplete.

If the kit is listed as serviceable but contains assets with a condition other than "A," MICAS will generate a serviceability warning. This warning will list the number of assets in the kit that have a condition other than "A." It can be overridden by clicking <Yes>.

After all kits have been issued and the desired issue information has been entered, click the  icon in the lower toolbar. When this is done, MICAS will ask if you want a hand receipt printed.

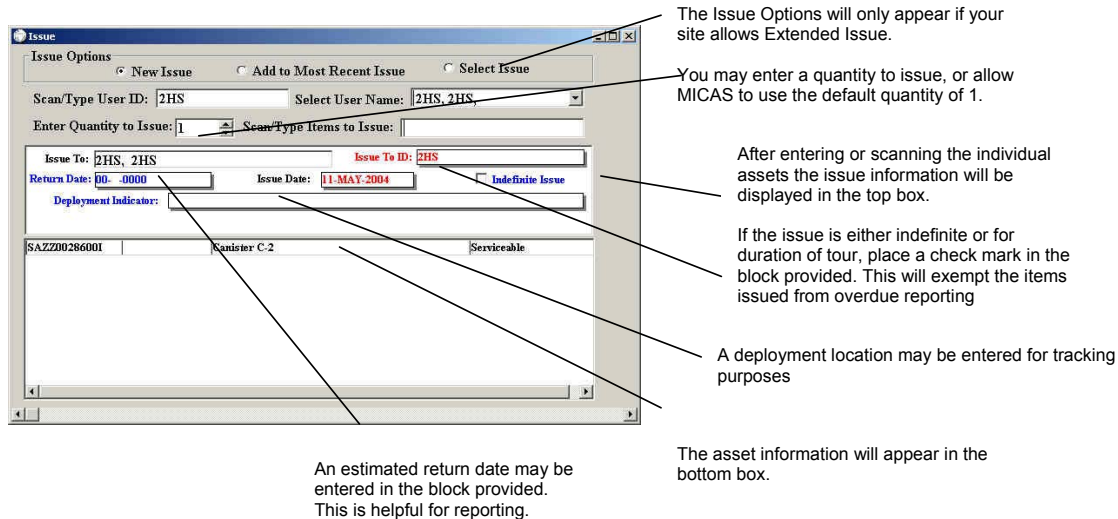




### 3.5.3.4 Issuing Bulk Stock

To issue bulk stock there are several things that may be entered or scanned:

1. The MICAS Item ID. This is an internally assigned number that MICAS assigns to each asset stored. It is also reflected in the Item ID bar code, which may be scanned.
2. The MICAS Stock Local ID. This is the local name/number assigned when the asset is loaded.
3. 2D Stock/Lot bar code. This is the 2D bar code produced from the stock screen or as assets are received.
4. 2D Part-Item bar code. This is the 2D bar code marked on some assets received.
5. The quantity to issue. By default, MICAS will issue 1 item. If you change this quantity, MICAS will attempt to issue as many as requested that match the scanned label or typed item ID.



If your site issues using Kit/Menu Configurations, your screen will have additional information:

The Kit/Menu drop-down will allow you to choose a Kit Menu Configuration (or clear the entry).

The configuration for the chosen configuration will appear in the box below. This box will let you know how many assets are issued against the configuration and how many are due (or over-issued).

If one of the 2D bar codes is scanned and the type of asset included in the bar code is stored in more than one location, you may need to indicate the location from which the asset was taken.

If you have specified a default issue location in the Configuration Options (See *Section 2.1.1.9* of the *Administration Manual*), and there are available assets stored there, MICAS will automatically pull the asset(s) from that location. If there are no assets (of the given type) in the default location, you will have to choose another location.

A screen similar to the following will display:

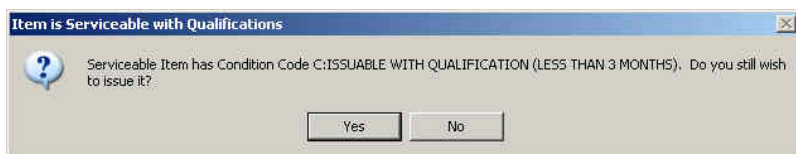
Nomenclature	Lot	Contract	DOM	Location	Available
Decon Kit M-291	RHA91F004-019		01-JUN-1991	FLR	1
Decon Kit M-291	RHA91F004-019		01-JUN-1991	BIN 10- A3	1
Decon Kit M-291	RHA91F004-019		01-JUN-1991	BIN 10- C1	1


This list contains all locations in which this type of asset is stored. Do one of the following:

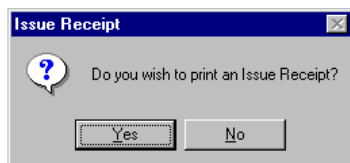
1. Highlight the location from which the asset was taken and click <OK>.

2. Scan the Location ID for the location from which the asset was taken. When this is done the list will be scrolled to the location scanned and the <OK> button will be triggered.

If the asset is listed as serviceable but with a condition code other than "A," MICAS will generate a serviceability warning. This warning can be overridden by clicking <Yes>.



After all assets have been issued and the desired issue information has been entered, click the  icon in the lower toolbar. When this is done, MICAS will ask if you want a hand receipt printed.



### 3.5.3.5 Bar Codes That May be Scanned Via Serial Scanning

The following bar codes may be scanned using a serial scanner when doing a Return (see *Section 2.7* for the definition of bar code type):

Bar Code Type	What happens when scanned
Kit ID	Will fill in the 'Scan/Type Bar code' field.
Item ID	Will fill in the 'Scan/Type Bar code' field. <b>NOTE:</b> See <i>Section 3.5.3.3</i> describing what's involved in returning bulk stock.
ID Card Linear Bar code	Will find the individual to whom the assets are being issued and fill- in the Scan/Type User ID and Select User Name fields.
User ID	Will find the individual to the assets are being issued and fill in the Scan/Type User ID and Select User Name fields.
Kit 2D	Scanning a kit 2D label will fill in the 'Scan/Type Bar code' field.
2D Stock/Lot	Scanning a 2D stock label will check stock to see if there are any assets of this type available for issue. If more than one location contains assets that can be issued, pop up a screen asking for the location. <b>NOTE:</b> See <i>Section 3.5.3.3</i> describing what's involved in issuing bulk stock.

Bar Code Type	What happens when scanned
Part-Item Label	Scanning a Part-Item label will check stock to see if there are any assets of this type available for issue. If more than one location contains assets that can be issued, will pop up a screen asking for the location.  <b>NOTE:</b> See <i>Section 3.5.3.3</i> describing what's involved in return bulk stock.
DONE	Saves as if the <Complete> button is clicked.
CANCEL	Cancels as if the <Cancel> button is clicked.
YES	Will select the <Yes> button on any message box appearing asking for a YES/NO response.
NO	Will select the <No> button on any message box appearing asking for a YES/NO response.
REFRESH	Will refresh the list of users in the drop-down window.

**NOTE:** *These bar codes must contain the Data Identifier (DI). If the DI is not included in the bar code of these labels, the label may be unrecognizable to the serial scanner.*

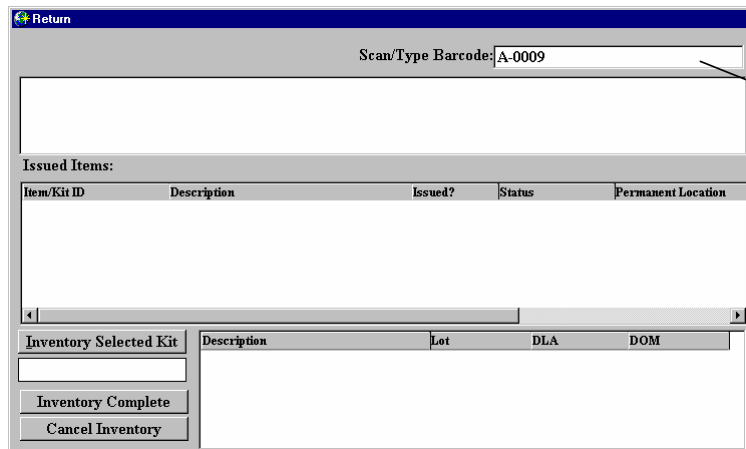
### 3.5.4 Return

The Return function allows you to return issued kits/bags or individual items. Returns can be accomplished by manual input or with keyboard scanner if available. If required, an inventory may be performed during this process.

To access the Return function, you have two options:

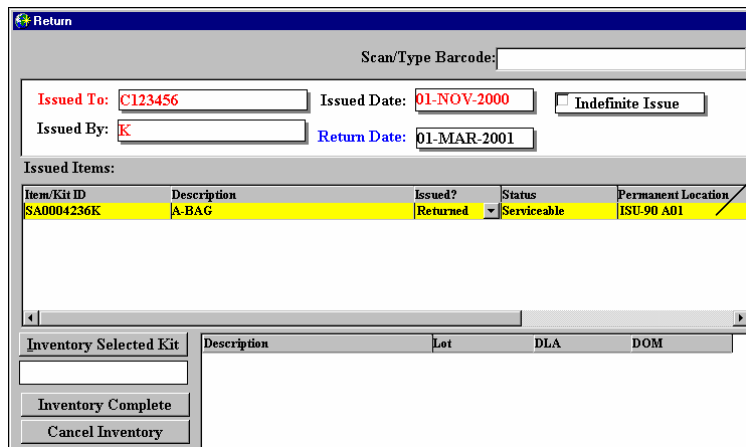
- |  |        |   |
|--|--------|---|
| 1 Select Inventory from the MICAS main menu. | - OR - | Click the  toolbar icon. |
| 2 Select <u>R</u> eturns.                    |        |   |

The following screen will display:




Scan or type the MICAS item/kit ID or kit local ID into the return field. If manually entering data, you must press the <Enter> key. After entering the first item, all assets issued on that hand receipt will be displayed

Multiple assets on the same hand receipt (issued at the same time) may be returned.



Assets/bags being returned will reflect their status and corresponding color code

If no inventory is required, complete the return(s) by clicking the  icon in the lower toolbar.

If a returning bag was incomplete or contains unserviceable or suspended assets it will reflect the appropriate status.

#### 3.5.4.1 Bar Codes That May be Scanned Via Serial Scanning

The following bar codes may be scanned using a serial scanner when doing a Return (see Section 2.7 for the definition of bar code type):

Bar Code Type	What happens when scanned
Kit ID	One of two things will occur: <ol style="list-style-type: none"> <li>1. If you are in the process of inventorying a returned kit, scanning a Kit ID label will fill in the Item Inventoried box.</li> <li>2. you are not in the process of inventorying a returned kit, scanning a Kit ID label will fill in the 'Scan/Type Bar code' field.</li> </ol>
Item ID	One of two things will occur: <ol style="list-style-type: none"> <li>1. If you are in the process of inventorying a returned kit, scanning a Kit ID label will fill in the Item Inventoried box.</li> <li>2. you are not in the process of inventorying a returned kit, scanning a Kit ID label will fill in the 'Scan/Type Bar code' field.</li> </ol> <p><b>NOTE:</b> See Section 3.5.4.3 describing what's involved in return bulk stock.</p>
Kit 2D	Scanning a kit 2D label will fill in the 'Scan/Type Bar code' field.
2D Stock/Lot	Scanning a 2D stock label will check stock to see which of this type of asset were issued. If more than one, pop up screen asking for the selection of the one being returned. <p><b>NOTE:</b> See Section 3.5.4.3 describing what's involved in return bulk stock.</p>
Part-Item Label	Scanning a Part-Item label will check stock to see which of this type of asset were issued. If more than one, pop up screen asking for the selection of the one being returned. <p><b>NOTE:</b> See the Section 3.5.4.3 describing what's involved in return bulk stock.</p>
DONE	Saves as if the <Complete> button is clicked.
CANCEL	Cancels as if the <Cancel> button is clicked.

**NOTE:** These bar codes must contain the Data Identifier (DI). If the DI is not included in the bar code of these labels, the label may be unrecognizable to the serial scanner.

#### 3.5.4.2 Returns with Inventory

Return

Scan/Type Barcode:

Issued To: D591463 Issued Date: 20-MAY-2003 Indefinite Issue

Issued By: kile Return Date: 30-DEC-1899

Issued Items:

Item/Kit ID	Description	Status	Issued?	Current Location	Permanent L
LOW0000895K	A BAG	Incomplete	Issued	MEZZ 5 A2	MEZZ 5 A2
LOW0000896K	A BAG	Incomplete	Returned	MEZZ 5 A2	MEZZ 5 A2
LOW0000894K	A BAG	Incomplete	Issued	MEZZ 5 A2	MEZZ 5 A2

Inventory Selected Kit

ID	Description	Contract
LOWZ200113581	Mess Kit A Bag	
LOWZ200113591	Sleeping Bag ECW	
LOWZ200113601	Kit Bag A 3	
LOWZ200113611	Poncho Wet Weather (Camo)	

Inventory Complete

Cancel Inventory

If an inventory is desired on a returning bag or kit click the "Inventory Selected Kit" button.

A listing of all kit/bag assets will be generated in the lower right window.

If all of a bag's assets have MICAS bar code labels you can perform the inventory by scanning each asset with a keyboard scanner.

If the bar code option is not available you may indicate each item's return by double clicking on each line item as the bag is inventoried

Return

Scan/Type Barcode:

Issued To: D591463 Issued Date: 20-MAY-2003 Indefinite Issue

Issued By: kile Return Date: 30-DEC-1899

Issued Items:

Item/Kit ID	Description	Status	Issued?	Current Location	Permanent L
LOW0000895K	A BAG	Incomplete	Issued	MEZZ 5 A2	MEZZ 5 A2
LOW0000896K	A BAG	Incomplete	Returned	MEZZ 5 A2	MEZZ 5 A2
LOW0000894K	A BAG	Incomplete	Issued	MEZZ 5 A2	MEZZ 5 A2

Inventory Selected Kit

ID	Description	Contract
LOWZ200113581	Mess Kit A Bag	
LOWZ200113591	Sleeping Bag ECW	
LOWZ200113601	Kit Bag A 3	
LOWZ200113611	Poncho Wet Weather (Camo)	

Inventory Complete

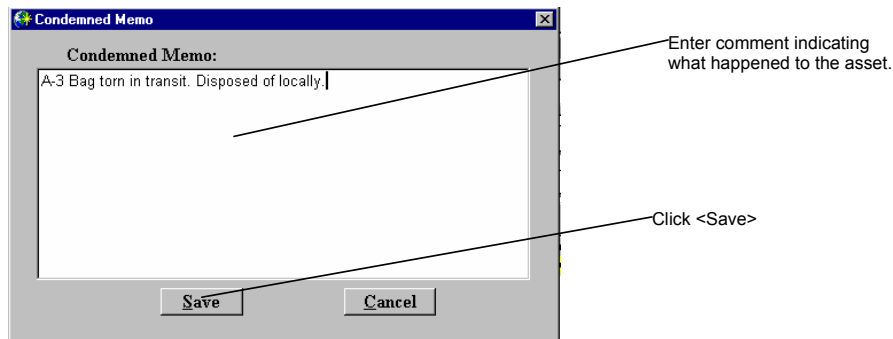
Cancel Inventory

As the ID label is scanned or the line is double-clicked, the entry will turn blue indicating the item was returned in good order.

Upon completion of the inventory, click the Inventory Complete button.

If an item has not returned or is in unserviceable condition do not double-click the item.

Any assets missing during inventory will generate a missing item window. If you wish to condemn this item, indicate Yes. The following screen will appear:



Clicking <Save> will remove the asset from stock and add the memo to the condemned report.

Upon completion of the inventory and any required memo fields, MICAS will generate a message indicating the status of the bag or kit.

This completes the return process.

#### 3.5.4.3 Returning Bulk Stock

When returning bulk stock, data other than stock specific data may be required. There are several reasons additional data may be required. It may be required because a single stock entry was issued to more than one individual. Or, it may be required because more than one entry in the stock list match the scanned 2D bar code.

##### 3.5.4.3.1 Returning Bulk Stock by scanning 2D label

When returning assets, you may scan either the 2D Stock/Lot label or 2D Part-Item label. When the scan is done, MICAS searches the database for assets of this type issued. If only one is found, its Item ID will be automatically placed into the *Scan/Type Bar code* field of the Return screen. If, however, more than one asset matching the values scanned is found you will need to select which one is being returned.

A screen similar to the following will display:



Assets of this type have been issued more than once. Select the entry containing the data for the assets being returned.

Issued To	Location	Item ID	Lot	Contract	DOM
DAVIS, MICHAEL	BIN 10- A1	SAZZ00313781	RHA91F004-019		01-JUN-91
DEJESUS, BETTY, .	BIN 10- A4	SAZZ00313771	RHA91F004-019		01-JUN-91
FEINGOLD, KATRINA,	FLR	SAZZ00285881	RHA91F004-019		01-JUN-91
LENDERMAN, KEVIN	FLR	SAZZ00285881	RHA91F004-019		01-JUN-91
PHILLIPS, WILLIAM,	FLR	SAZZ00285881	RHA91F004-019		01-JUN-91

Ok Cancel

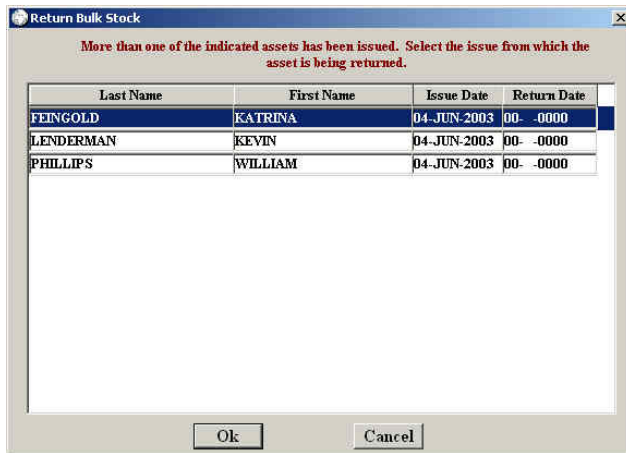
This list contains all individuals to which this type of asset was issued. Do one of the following:

1. Highlight the individual who is returning the asset and click <OK>.
2. Scan the User ID of the individual who is returning the asset. When this is done the list will be scrolled to the individual scanned and the <OK>button will be triggered.
3. Scan the linear bar code on the back of the individual's ID Card. When this is done the list will be scrolled to the individual scanned and the <OK> button will be triggered.

#### 3.5.4.3.2 Returning Bulk Stock Issued to More Than One Person

When returning assets, you may scan linear Item ID label or enter the Item ID of the asset being returned. When this is done, MICAS searches the database for Issue data about assets with this ID. If only one is found, that asset will be returned. If, however, more than one issued asset matching the ID is found you will need to select which one is being returned.

A screen similar to the following will display:



A screenshot of a software dialog box titled "Return Bulk Stock". At the top, a red message reads: "More than one of the indicated assets has been issued. Select the issue from which the asset is being returned." Below the message is a table with four columns: "Last Name", "First Name", "Issue Date", and "Return Date". The table contains three rows of data. The first row is highlighted in blue. At the bottom of the dialog are "Ok" and "Cancel" buttons.

Last Name	First Name	Issue Date	Return Date
FEINGOLD	KATRINA	04-JUN-2003	00- -0000
LENDERMAN	KEVIN	04-JUN-2003	00- -0000
PHILLIPS	WILLIAM	04-JUN-2003	00- -0000

This list contains all individuals to which this asset was issued. Do one of the following:


1. Highlight the individual who is returning the asset and click <OK>.
2. Scan the User ID of the individual who is returning the asset. When this is done the list will be scrolled to the individual scanned and the <OK> button will be triggered.
3. Scan the linear bar code on the back of the individual's ID Card. When this is done, the list will be scrolled to the individual scanned and the <OK> button will be triggered.

## 3.6 Inspections

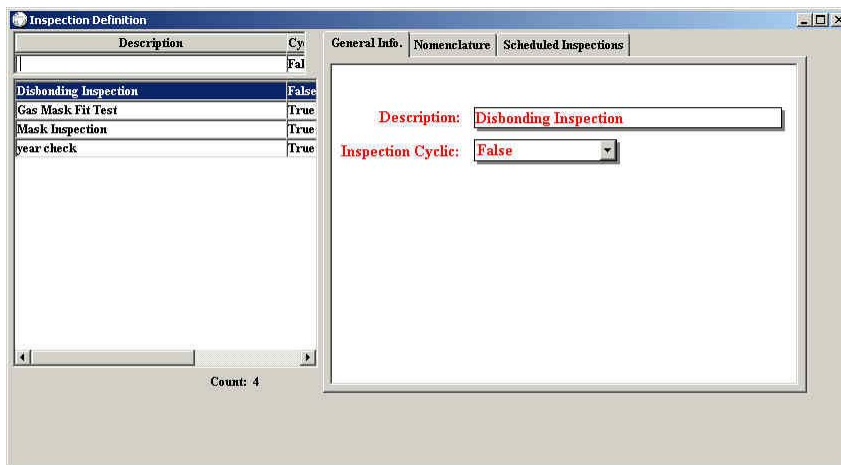
### 3.6.1 Inspection Definition

The inspection functions allow you to create inspection criteria as well as assign inspections to entire nomenclatures. Inspections may also be accomplished on individual assets as outlined in the Stock function.

To access the Inspection Definition, you have two options:

- |   |        |   |
|---|--------|---|
| <ol style="list-style-type: none"><li>1 Select Inventory from the MICAS main menu.</li><li>2 Select Inspection from the Inventory menu.</li><li>3 Select <u>D</u>efinition.</li></ol> | - OR - | Click the  toolbar icon. |
|---|--------|---|

A screen similar to the following will display:



Description	Cyclic
Disbonding Inspection	False
Gas Mask Fit Test	True
Mask Inspection	True
year check	True

Count: 4

Description: Disbonding Inspection

Inspection Cyclic: False

## 3.6.1.1 General Info Tab

General Info. Nomenclature Scheduled Inspections

Description: year check

Inspection Cyclic: True

Interval Number: 1

Interval Units: Year(s)

Inspection Cycle indicates whether the inspection will be an initial one-time inspection or is recurring.

"True" indicates the inspection will be recurring

"False" indicates the inspection will be one time only.

The Interval Number and Interval Units will only appear when you enter "True" for Inspection Cycle.

The Interval Number represents the number of days, months, or years between recurring inspections.

The Interval Units specifies the period of time.

## 3.6.1.2 Nomenclature Tab

General Info. Nomenclature Scheduled Inspections

Nomenclature	NSN
Belt Equipment MED	8465013221965

Add Nomenclature Delete Nomenclature

Nomenclature	NSN
Bag Waterproof Mask	4240008035839
Belt Equipment LRG	8465013221966
Belt Equipment LRG (old)	8465011200675
Belt Equipment MED (old)	8465011200674
Block Locking 9MM	1005012044340

The list of nomenclatures using this inspection definition will list in the top box.

Highlight the nomenclature in the bottom box that is to be included and click this button.

Highlight the nomenclature in the top box that is to be removed and click this button.

The list of nomenclatures not already assigned this inspection definition will list in the bottom box.

### 3.6.1.3 Scheduled Inspections


Nomenclature	Item ID	Scheduled 1
Belt Equipment MED	HOKZZ00532821	07-MAY-20
Belt Equipment MED	HOKZZ00534291	07-MAY-20
Belt Equipment MED	HOKZZ00534781	07-MAY-20
Belt Equipment MED	HOKZZ00535271	07-MAY-20
Belt Equipment MED	HOKZZ00535621	07-MAY-20
Belt Equipment MED	HOKZZ00536181	07-MAY-20
Belt Equipment MED	HOKZZ00538771	07-MAY-20
Belt Equipment MED	HOKZZ00539681	07-MAY-20
Belt Equipment MED	HOKZZ00541361	07-MAY-20
Belt Equipment MED	HOKZZ00541501	07-MAY-20
Belt Equipment MED	HOKZZ00543251	07-MAY-20
Belt Equipment MED	HOKZZ00544231	07-MAY-20
Belt Equipment MED	HOKZZ00544651	07-MAY-20
Belt Equipment MED	HOKZZ00565391	07-MAY-20

Remove Scheduled Inspection

The list of assets scheduled for this inspection will display.

To remove assets from this schedule, highlight one or more entries and press this button.

### 3.6.1.4 Adding New Inspection


Click the  icon in the lower toolbar when in the Inspection Definition screen to add a definition.

When this is done, the General Info tab will be cleared for entry.

Description:

Inspection Cyclic:

Enter the data defining the inspection.

Click the  icon in the lower toolbar.


When done, the inspection will be saved. Now define which nomenclatures whose assets are to be scheduled for this inspection.

Nomenclature	NSN
Belt Equipment MED	8465013221965

Add Nomenclature    Delete Nomenclature

Nomenclature	NSN
Bag Waterproof Mask	4240008035839
Belt Equipment LRG	8465013221966
Belt Equipment LRG (old)	8465011200675
Belt Equipment MED (old)	8465011200674
Block Locking 9MM	1005012044340

### 3.6.1.5 Removing Inspection Definitions

Click the  icon in the lower toolbar when in the Inspection screen to remove the Inspection.



After the delete icon has been clicked, MICAS will ask if you want to delete the selected item.

Clicking <NO> will terminate the delete operation.

Clicking <YES> will remove the definition from the database.

### 3.6.1.6 Bar Codes That May be Scanned Via Serial Scanning

The following bar codes may be scanned using a serial scanner from the Inspection screen (see *Section 2.7* for the definition of bar code type):

Bar Code Type	What happens when scanned
NSN	Finds the Nomenclatures for this NSN and highlights it.
Item ID	Scrolls the list on the Scheduled Inspections tab to the asset just scanned.
DONE	Saves as if the <Save> button is clicked.
CANCEL	Cancels as if the <Cancel> button is clicked.


**NOTE:** These bar codes must contain the Data Identifier (DI). If the DI is not included in the bar code of these labels, the label may be unrecognizable to the serial scanner.

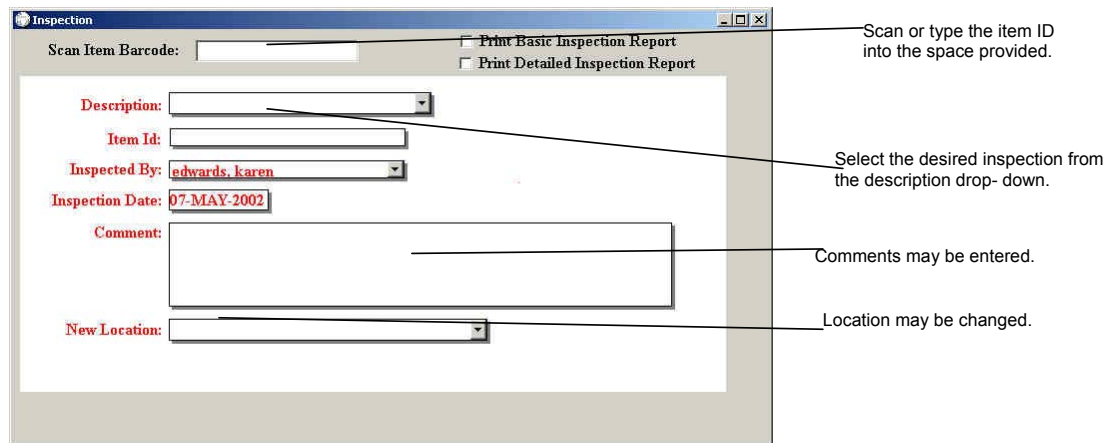
### 3.6.3 Recording Stock as Inspected

If Inspection Criteria have been identified for a specific asset and the item is labeled or identified with its MICAS item ID you may perform inspections from this function.

You may also record an asset as inspected using the Stock function. See Section 3.3.3.2.5 *Scheduled Inspections Tab* in this manual.

To access the Inspection entry, you have two options:

<ol style="list-style-type: none"> <li>1 Select Inventory from the MICAS main menu.</li> <li>2 Select Inspection from the Inventory menu.</li> <li>3 Select Inspection Entry.</li> </ol>	- OR -	Click the  toolbar icon.
--	--------	---



The screenshot shows the 'Inspection' window with the following fields and callouts:

- Scan Item Barcode:** A text input field with a callout: "Scan or type the item ID into the space provided."
- Print Basic Inspection Report** and **Print Detailed Inspection Report**: Checkboxes.
- Description:** A dropdown menu with a callout: "Select the desired inspection from the description drop- down."
- Item Id:** A text input field.
- Inspected By:** A dropdown menu showing 'edwards, karen'.
- Inspection Date:** A date field showing '07-MAY-2002'.
- Comment:** A large text area with a callout: "Comments may be entered."
- New Location:** A dropdown menu with a callout: "Location may be changed."

When done, click the  icon in the lower toolbar.

### 3.6.3.6 Bar Codes That May be Scanned Via Serial Scanning

The following bar codes may be scanned using a serial scanner from the Inspection Entry screen (see *Section 2.7* for the definition of bar code type):

Bar Code Type	What happens when scanned
Location ID	Updates the New Location field with the value scanned.
Item ID	Scrolls the list on the Scheduled Inspections tab to the asset just scanned.
DONE	Saves as if the <Save> button is clicked.
CANCEL	Cancels as if the <Cancel> button is clicked.

**NOTE:** These bar codes must contain the Data Identifier (DI). If the DI is not included in the bar code of these labels, the label may be unrecognizable to the serial scanner.

### 3.7 Orders

This function allows you to enter data on backordered mobility equipment assets. To access the Orders function, you have two options:

- |  |        |   |
|--|--------|---|
| <ol style="list-style-type: none"> <li>1 Select <u>I</u>nventory from the MICAS main menu.</li> <li>2 Select <u>O</u>rders.</li> </ol> | - OR - | Click the  toolbar icon. |
|--|--------|---|

A screen similar to the following will display:

#### 3.7.1 Order General Info. Tab

This tab allows you to load the general information (such as Document Number) about backorder data. Although formatted for the Standard Base Supply System (SBSS) transactions, locally assigned data may be used.



### 3.7.2 Order Details Tab

This tab allows you to indicate the nomenclatures included in the backorder.

Nomenclature	Qty Ordered	Qty Rcvd	Cost
M9 Tape	0	0	
Total Cost:	\$0.00		\$0.00

Buttons: Add, Delete

Nomenclature list:


- M9 Tape
- Magazine Assy M-16 15 RD
- Magazine Cart 9MM
- Mask M17A1 MED

To identify assets for an order, select the nomenclature for the asset from the lower right window and click <Add>.

The asset will appear in the upper right window.

**NOTE:** Unlike SBSS transactions, it is possible to have more than one type and quantity of asset assigned to a single order number.

### 3.7.3 Adding New Backorder

To add a new nomenclature, click the  icon in the lower toolbar when in the Nomenclature screen.

Enter the data requested on the Order General Info tab. When done, click the Order Details tab. Select the nomenclatures to add. When this is done, the nomenclature will appear in the upper box ready for entry of quantity

Nomenclature	Qty Ordered	Qty Rcvd	Cost
M9 Tape	100	0	
Total Cost:	\$0.00		\$0.00

Buttons: Add, Delete

Nomenclature list:


- M9 Tape
- Magazine Assy M-16 15 RD
- Magazine Cart 9MM
- Mask M17A1 MED

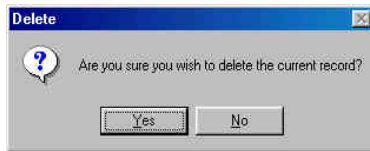
Enter the quantity of items for the particular order.

Once the order is saved by closing out or selecting “new” for the next order, associated cost data will be reflected.

**NOTE:** Cost data will only be reflected if unit price data has been loaded in the Nomenclature function.

### 3.7.4 Removing Backorder

Click the  icon in the lower toolbar when in the Orders screen to remove the highlighted backorder.

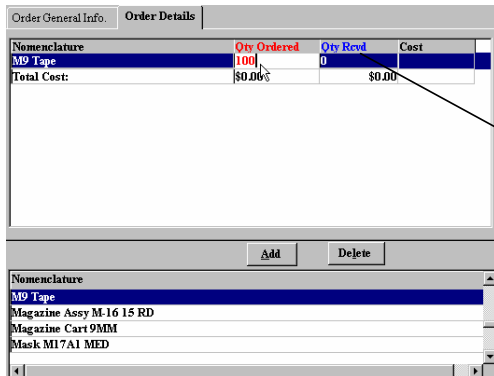


After clicking the Delete icon, MICAS will ask if you wish to delete the selected item.

Clicking <NO> will terminate the delete operation.

Clicking <YES> will remove the definition from the database.

### 3.7.5 Updating Order Quantity Received



As backorder assets are received via Receive or Receive Wizard functions, the Qty Rcvd column is updated to reflect the count of all assets received for this backorder.

**3.8 Reporting**

This section has been moved to the *Reports Manual*.

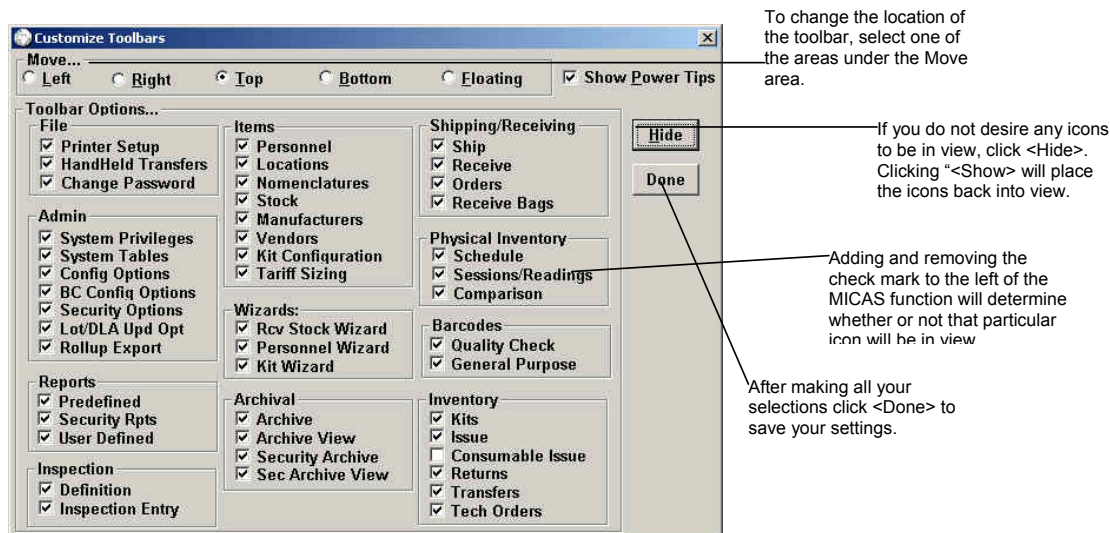
### 3.9 Changing the Toolbar

The Toolbar function allows you to select criteria for the basic MICAS icons. You may select which icons are in view, where they are located on your desktop or whether or not they are even visible.

To access the Change Toolbar function, you have two options:

1. Select *Window* from the MICAS main menu.
2. Select Toolbar.


The following screen will display:



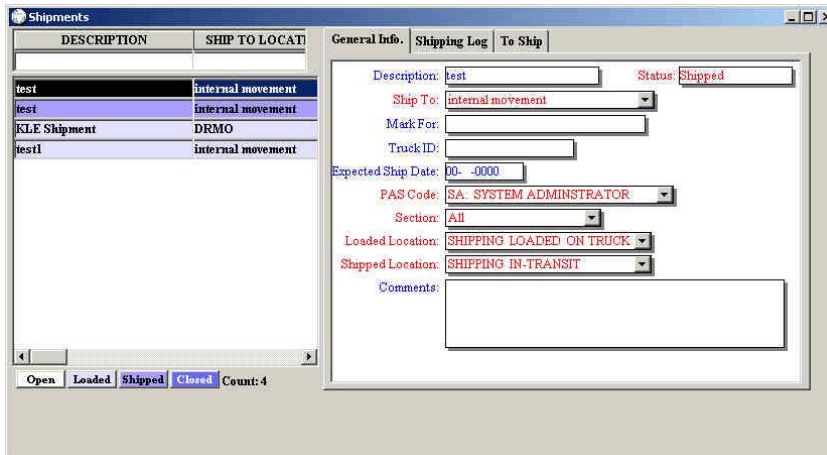
After initial installation, MICAS will have all icons in view and located the top of your desktop.

### 3.10 Shipping

To access the Shipment function, you have two options:

- |   |        |   |
|---|--------|---|
| <ol style="list-style-type: none"> <li>1 Select Inventory from the MICAS main menu.</li> <li>2 Select Shipping/Receiving from the MICAS main menu.</li> <li>3 Select <i>Shipments</i>.</li> </ol> | - OR - | Click the  toolbar icon. |
|---|--------|---|

The following screen will display:



The screenshot shows the 'Shipments' window with a table of shipments and a detailed form for a selected shipment.

DESCRIPTION	SHIP TO LOCAT
test	internal movement
test	internal movement
KLE Shipment	DRMO
test1	internal movement

Buttons at the bottom: Open, Loaded, Shipped, Closed, Count: 4

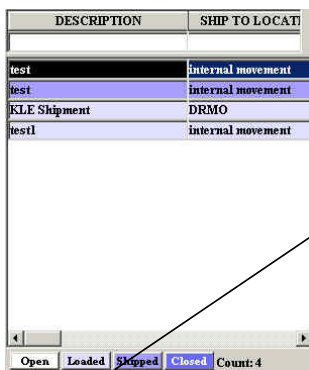
Form fields for the selected shipment:

- Description: test
- Status: Shipped
- Ship To: internal movement
- Mark For:
- Truck ID:
- Expected Ship Date: 00- -0000
- PAS Code: SA. SYSTEM ADMINISTRATOR
- Section: All
- Loaded Location: SHIPPING LOADED ON TRUCK
- Shipped Location: SHIPPING IN-TRANSIT
- Comments:

#### 3.10.1 Shipping Screen Layout

##### 3.10.1.1 Shipping Data List Window

The shipping list window reflects all loaded shipments.



The screenshot shows the 'Shipping Data List Window' with a table of shipments and status buttons.

DESCRIPTION	SHIP TO LOCAT
test	internal movement
test	internal movement
KLE Shipment	DRMO
test1	internal movement

Buttons at the bottom: Open, Loaded, Shipped, Closed, Count: 4

The color status keys located at the bottom of the display are also buttons that will query your shipments down to the corresponding status.

Clicking one of these buttons with the LEFT mouse button will display all shipments of that status.

Clicking one of these buttons with the RIGHT mouse button will display all shipments NOT of that status.

### 3.10.1.2 Shipping General Tab

The General Tab reflects data for the selected shipment. The selected shipment will be highlighted in dark blue.

The description is used to identify the shipment.

The Ship To location is the final location of the assets being shipped. This may be an external location (such as DRMO or TRM) or an internal location (such as another warehouse on your base).

The Loaded Location is the location that will be reflected in the Stock and Kit functions for the assets when you have loaded the asset on the truck for shipment but before you've indicated that the truck has left. See section 8.2.14 in the Administrators Manual for defining additional locations.

The Shipped Location will only be used by internal shipments. This is the location that will be reflected in the Stock and Kit functions for the assets loaded on a truck when you indicate that the truck has left (i.e., been shipped). Assets shipped to external locations are immediately removed from the system when you indicate the truck has left so this location will never be used for them. See section 8.2.14 in the Administrators Manual for defining additional locations.

General Info.		Shipping Log	To Ship
Description:	test		Status: Shipped
Ship To:	internal movement		
Mark For:			
Truck ID:			
Expected Ship Date:	00- -0000		
PAS Code:	SA: SYSTEM ADMINISTRATOR		
Section:	All		
Loaded Location:	SHIPPING LOADED ON TRUCK		
Shipped Location:	SHIPPING IN-TRANSIT		
Comments:			

### 3.10.1.3 Shipping Log Tab

The Shipping Log tab reflects the date when each task in the shipping process has begun and who started it.

General Info.		Shipping Log	To Ship
<i>Shipment Log</i>			
	<i>Date</i>	<i>By</i>	
Entered:	01-MAY-2002	edwards, karen	
Shipped:	01-MAY-2002	edwards, karen	
Closed:	00- -0000		

### 3.10.1.4 To Ship Tab

The Ship To tab is used to indicate what is to be shipped as well as record assets as they are loaded on the truck.

The top box contains the list of shipment Lines. These lines contain the generic list of what assets are to be shipped, each line containing a different Nomenclature or Kit Type.

To indicate that another Nomenclature or Kit Type is to be shipped, click the Add Line button.

You may correct any mistakes made when defining a shipment line by clicking the Edit Line button.

You may remove any incorrect shipment lines by clicking the Delete Line button. You will not be able to delete a line for which assets have already been loaded.

The bottom box contains the list of assets that have been loaded on the truck for the highlighted shipment line.

You may enter data about the specific assets loaded for shipment by pressing the Load Asset button.

Any assets mistakenly loaded for shipment may be removed by pressing the return Asset button.


### 3.10.1.5 Bar Codes That May be Scanned Via Serial Scanning


The following bar codes may be scanned using a serial scanner when in the Shipping screen (see section 2.7 for the definition of bar code type):

Bar code Type	What happens when scanned
Item ID	Will find the asset in the list of shipped assets
Kit ID	Will find the kit in the list of shipped assets.
NSN	Will fill in Nomenclature in the list of shipping lines.
DONE	Saves as if the <Save> button is clicked.
CANCEL	Cancels as if the <Cancel> button is clicked.

**NOTE:** These bar codes must contain the Data Identifier (DI). If the DI is not included in the bar code of these labels, the label may be unrecognizable to the serial scanner.

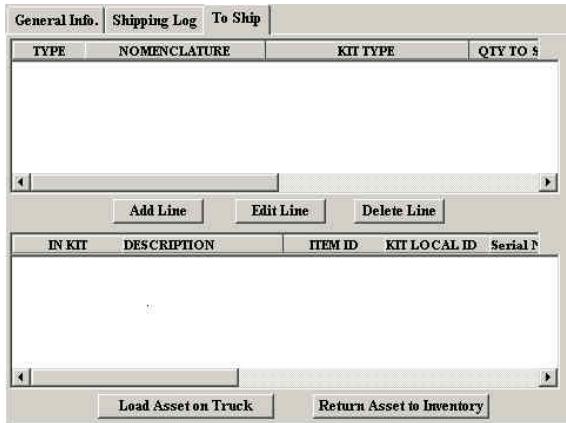
### 3.10.2 Adding New Shipment

Click the  icon in the lower toolbar when in the Shipments screen to begin a new shipment.

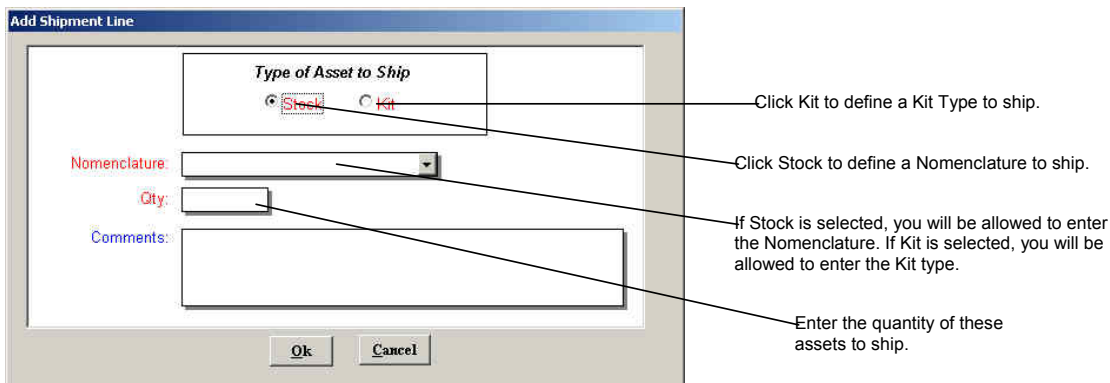
Enter the data about the shipment in the General tab. When done, click the  icon in the lower toolbar when in the Shipment screen and the shipment will be saved.

### 3.10.3 Creating a New Shipment Line

The first step after defining the shipment is to indicate which Nomenclatures or Kit Types are to be shipped. To do this highlight the shipment to be edited in the data list and select the To Ship tab.



Click <Add Line>. The following screen will appear:



When the data has been entered as required, click OK and you will be returned to the To Ship tab of the Shipments screen. The shipment line just entered will appear in the top box.

#### 3.10.3.1 Bar Codes That May be Scanned Via Serial Scanning

The following bar codes may be scanned using a serial scanner when in the Add Shipping Line screen (see section 2.7 for the definition of bar code type):



Bar code Type	What happens when scanned
2D Stock/Lot	Will fill in Nomenclature.
NSN	Will fill in Nomenclature.
DONE	Saves as if the <Save> button is clicked.
CANCEL	Cancels as if the <Cancel> button is clicked.

**NOTE:** These bar codes must contain the Data Identifier (DI). If the DI is not included in the bar code of these labels, the label may be unrecognizable to the serial scanner.

### 3.10.4 Loading Assets on the Truck

After the Shipment line has been defined, you will go to the warehouse and physically get the asset to be shipped. When this is done, you will be physically moving the asset to either a shipping staging area or placing them directly on a truck.

At this point, you will tell MICAS about this movement. To do this highlight the shipment to be edited in the data list and select the To Ship tab.

General Info. Shipping Log To Ship

TYPE	NOMENCLATURE	KIT TYPE	QTY TO S
Kit		C-1 BAG	
Stock	Canister C-2		

Add Line Edit Line Delete Line

IN KIT	DESCRIPTION	ITEM ID	KIT LOCAL ID	Serial N

Load Asset on Truck Return Asset to Inventory

Highlight the shipment line for the assets loaded on the truck.

Click the Load Asset on Truck button.

#### 3.10.4.1 Loading Stock on a Truck

When the <Load Asset on Truck> button is clicked for a Shipment line containing a Nomenclature, a screen similar to the following will display:

**Enter Assets to Ship**

For Nomenclature: Canister C-2      Scan Item ID:

ITEM ID	ITEM STATUS	CURRENT LOCATION	LOT NUMBER	CONTRACT NUMBER
SAZZ00167151	Unserviceable	C-1 BAG SL	MST91E004-069	
SAZZ00167161	Unserviceable	C-1 BAG SL	MST91E004-069	
SAZZ00174901	Unserviceable	C-1 BAG SL	MST91E004-069	
SAZZ00174911	Unserviceable	C-1 BAG SL	MST91E004-069	
SAZZ00177651	Unserviceable	row 5 shelf 2 bin 1	MST91E004-069	
SAZZ00177661	Unserviceable	C-1 BAG SL	MST91E004-069	
SAZZ00177671	Unserviceable	C-1 BAG SL	MST91E004-069	
SAZZ00257071	Serviceable	row 5 shelf 2 bin 1	MST91M007-051	
SAZZ00257081	Serviceable	row 5 shelf 2 bin 1	MST91M007-051	

Item ID:  Lot:

Qty Shipped:  DLA:

DOM: DO -0000

Serial Number:

Ok Cancel

If you have the assets bar code or if you know the Item ID of the asset you may scan or enter here. When scanned, the bottom box will be filled.

The list of all non-issued stock matching the nomenclature for the shipment line will display. Highlight the line for the asset being shipped. When highlighted, the bottom box will be filled.

The data in this box will be pre-filled for the asset either scanned or highlighted. The only data you need enter will be the quantity of assets being shipped.

When the data has been entered as required, click OK and you will be returned to the To Ship tab of the Shipments screen. The asset just entered will appear in the bottom box.

#### 3.10.4.1.1 Bar Codes That May be Scanned Via Serial Scanning

The following bar codes may be scanned using a serial scanner when Loading Assets for shipment (see *Section 2.7* for the definition of bar code type):

Bar code Type	What happens when scanned
Item ID	Will find the asset in the list of available assets and highlight the row.
2D Stock	Will find the asset in the list of available assets and highlight the row.
DONE	Saves as if the <Save> button is clicked.
CANCEL	Cancels as if the <Cancel> button is clicked.

**NOTE:** These bar codes must contain the Data Identifier (DI). If the DI is not included in the bar code of these labels, the label may be unrecognizable to the serial scanner.

#### 3.10.4.2 Loading Kits on a Truck

When the <Load Asset on Truck> button is clicked for a Shipment line containing a Kit Type, a screen similar to the following will display:

**Enter Assets to Ship**

For Kit Type: C-1 BAG      Scan Kit ID:

Local ID	Kit Type	Location	Kit Status
C-LG-4337	C-1 BAG	C-1 BAG SL	Unserviceable
C-MD-3949	C-1 BAG	C-1 BAG SL	Unserviceable
C-XS-1000	C-1 BAG	C-1 BAG SL	Unserviceable
C-XS-1001	C-1 BAG	C-1 BAG SL	Incomplete
C-XS-1003	C-1 BAG	C-1 BAG SL	Unserviceable
C-XS-1004	C-1 BAG	C-1 BAG SL	Unserviceable
C-XS-1005	C-1 BAG	C-1 BAG SL	Unserviceable
C-XS-1006	C-1 BAG	C-1 BAG SL	Unserviceable
C-XS-1007	C-1 BAG	C-1 BAG SL	Unserviceable
C-XS-1008	C-1 BAG	C-1 BAG SL	Unserviceable

Kit ID:

Ok Cancel

If you have the kits bar code or if you know the Local ID of the kit you may scan or enter here. When scanned, the bottom box will be filled.

The list of all non-issued kits matching the Kit Type for the shipment line will display. Highlight the line for the kit being shipped. When highlighted, the bottom box will be filled.

When the data has been entered as required, click OK and you will be returned to the To Ship tab of the Shipments screen. The kit just entered as well as all assets in that kit will appear in the bottom box.


#### 3.10.4.2.1 Bar Codes That May be Scanned Via Serial Scanning

The following bar codes may be scanned using a serial scanner when Loading Kits for shipment (see *Section 2.7* for the definition of bar code type):

Bar code Type	What happens when scanned
Kit ID	Will find the kit in the list of available kits and highlight the row.
DONE	Saves as if the <Save> button is clicked.
CANCEL	Cancels as if the <Cancel> button is clicked.

**NOTE:** These bar codes must contain the Data Identifier (DI). If the DI is not included in the bar code of these labels, the label may be unrecognizable to the serial scanner.

### 3.10.5 Shipping the Truck

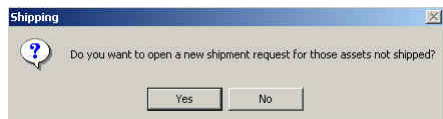
After all assets have been loaded for Shipment, you will actually ship them. Normally this means that the truck has left with the assets. To tell MICAS that the assets have left, highlight the shipment in the data window and click the  icon in the lower toolbar.

#### 3.10.5.1 Shipping Incomplete Shipments

The first thing MICAS does when shipping is check to assure that the shipment is complete. If it is not complete you will receive the following message:



To indicate the assets are shipped click <Yes> and the following message will appear:

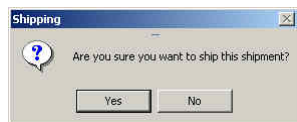


Click <Yes> to have MICAS automatically create a new shipment record with those assets missing from this shipment. Click <No> and no new shipment will be created.

You can indicate for each Ship To/Receive From Location whether or not an 1149 shipping document is to print when shipped. If you are shipping assets to a location for which an 1149 is to print, it will now be printed.

### 3.10.5.2 Shipping Complete Shipments

The first thing MICAS does when shipping is check to assure that the shipment is complete. If it is complete you will receive the following message:




To indicate the asset are shipped click <Yes>.

You can indicate for each Ship To/Receive From Location whether or not an 1149 shipping document is to print when shipped. If you are shipping assets to a location for which an 1149 is to print, it will now be printed.

### 3.10.6 Receiving the Truck

For internal shipments, MICAS is expecting the shipment to be received. Internal shipments are those shipments in which the assets never leave MICAS control (such as shipping assets from one of your warehouses to another).

After the assets arrive at their destination, you will unload them. To tell MICAS that the assets arrived, highlight the shipment in the data window and click the  icon in the lower toolbar. A screen similar to the following will display:

**Enter Receipt**

Location	Qty Received	Description	Item ID	Kit Local ID
	1	C-1 BAG		C-XS-1009
	1	Canister C-2	SAZZ0016716I	MST91E
	1	Canister C-2	SAZZ0016715I	MST91E
	1	Canister C-2	SAZZ0017491I	MST91E
	1	Canister C-2	SAZZ0017766I	MST91E
	1	Canister C-2	SAZZ0017767I	MST91E

Ok Cancel

All Stock and Kits included in this shipment will be listed.

For each asset, indicate the location in which it is being placed.

When a location is entered, all entries in the list below the location entered will also be updated with this new location.

When the locations have all been entered, click <OK>. The following message will appear:


**Shipment Receipt**

Are you ready to update the system with this receipt?

Yes No

Click <Yes> and the receipt will be complete.

### 3.10.7 Print Options

While in the Shipment screen, click the  icon in the lower toolbar to display print options.

**Shipment - Print Options**

Print 1149 for Selected Shipment


Print 2D Barcode for Highlighted Shipment

Print selection

Cancel

You can print an 1149 shipping document, a 2D shipment bar code label or a variety of shipping reports.

### 3.10.8 Printing 2D Shipment Label

Highlight the shipment for which the label is to be produced. Click the  icon in the lower toolbar. When this is done, PDF417 label(s) will be produced. One set will be produced for all stock shipped. Another set will be produced for each kit shipped.


**NOTE:** You must have specified which printer is to print these labels in the Bar Code Configuration Options (see Sections 2.1.2.2 Fixed Format Labels tab and 2.1.2.5 Specifications tab in the Administrators Manual).

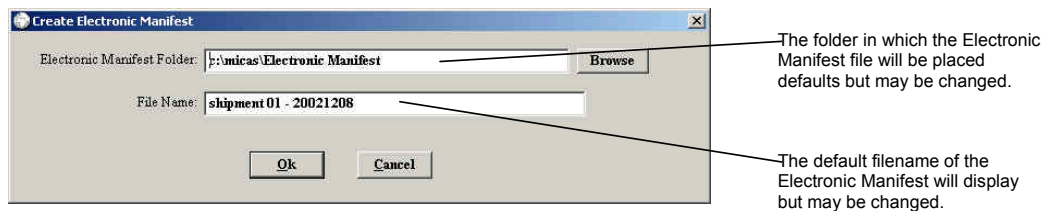
**NOTE:** The following table lists known printer requirements to print PDF417 2D bar codes:


Printer Type	Requirements
Intermec 3400A	PDF417 2D labels NOT SUPPORTED
Intermec 3400B	Firmware version 2.0 or higher
Intermec 4100A	PDF417 2D labels NOT SUPPORTED
Intermec 4100B	Expanded memory version firmware 2.7 or later and expanded RAM in the unit
Zebra Z4000	No know requirements, all printers work
Zebra Z4M	No know requirements, all printers work

### 3.10.9 Producing the Electronic Manifest

After the truck has been shipped (see Section 3.10.5 in this manual) an electronic manifest may be produced.

To produce an Electronic Manifest, highlight the shipment in the data window and click the  icon in the lower toolbar. The Electronic Manifest screen will display.




When you have entered the folder and filename, click . The Electronic Manifest will be created. When done the following message will display.



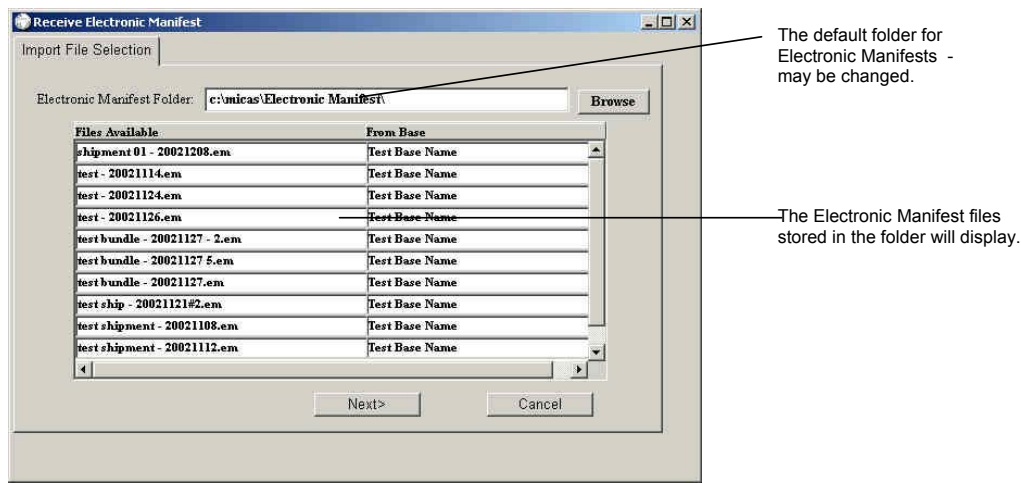
### 3.10.10 Loading the Electronic Manifest

To access the Receive Electronic Manifest, you have two options:

- |   |        |   |
|---|--------|---|
| <ol style="list-style-type: none"> <li>1 Select <i>Inventory</i> from the MICAS main menu.</li> <li>2 Select <i>Shipping/Receiving</i> from the MICAS main menu.</li> </ol> | - OR - | Click the  toolbar icon. |
|---|--------|---|

### 3 Select *Receive Electronic Manifest*.

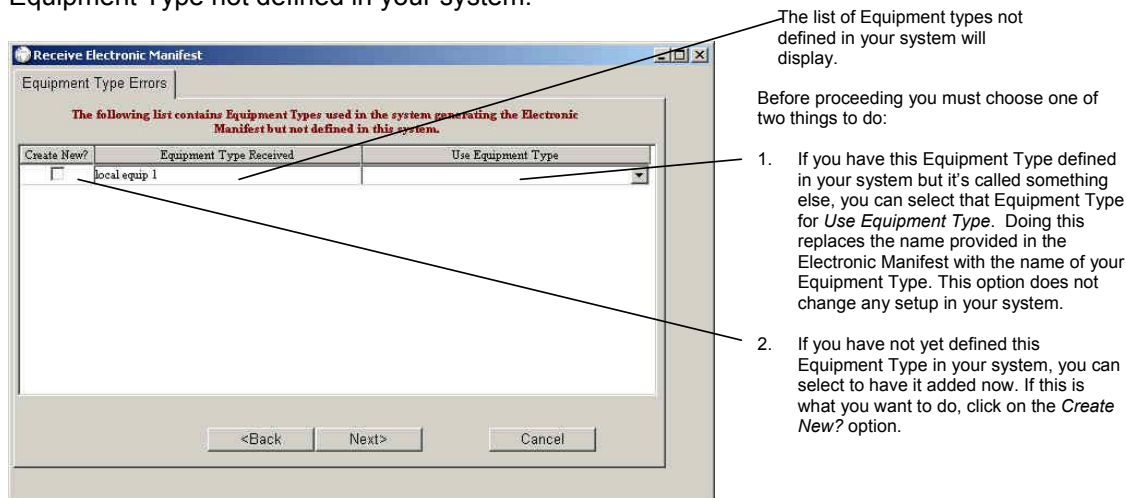
The following screen will display:



Highlight the folder containing the Electronic Manifest to be loaded. Click **Next>**.

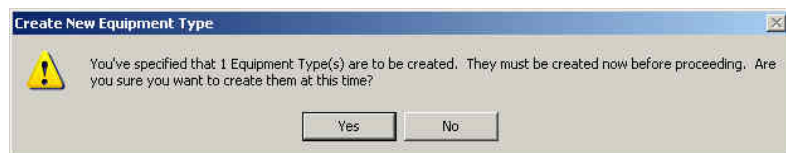
The Electronic Manifest consists of two parts. The first part contains the configuration of any kits included in the Manifest. The second part contains data about the actual assets shipped (both Kits and Stock).

This next screen will only be visible if the first part of the manifest contains a configuration not already defined in your system and if this configuration references an Equipment Type not defined in your system.



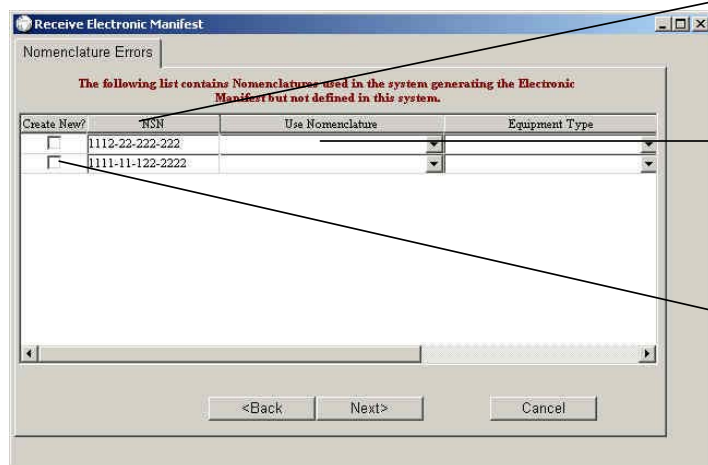
Click .

If you selected to create new Equipment Types, a message similar to the following will display.



Click .

This next screen will only be visible if the first part of the manifest contains a configuration not already defined in your system and if this configuration references a Nomenclature not defined in your system.



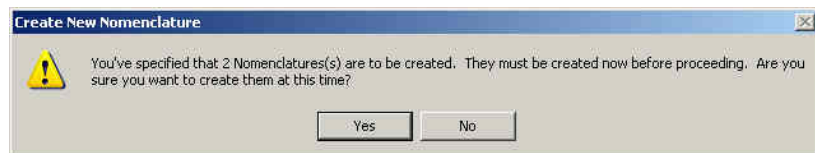
The list of NSNs not defined in your system will display.

Before proceeding you must choose one of two things to do:

1. If you have this NSN defined in your system but with a different number, you can select that Nomenclature for *Use Nomenclature*. Doing this replaces the NSN provided in the Electronic Manifest with the NSN of your Nomenclature. This option does not change any setup in your system.
2. If you have not yet defined this NSN in your system, you can select to have it added now. If this is what you want to do, click on the *Create New?* option. When you do this, you will also need to scroll the screen and select the Equipment Type, Nomenclature, and Manufacturer for this new entry.

Click .

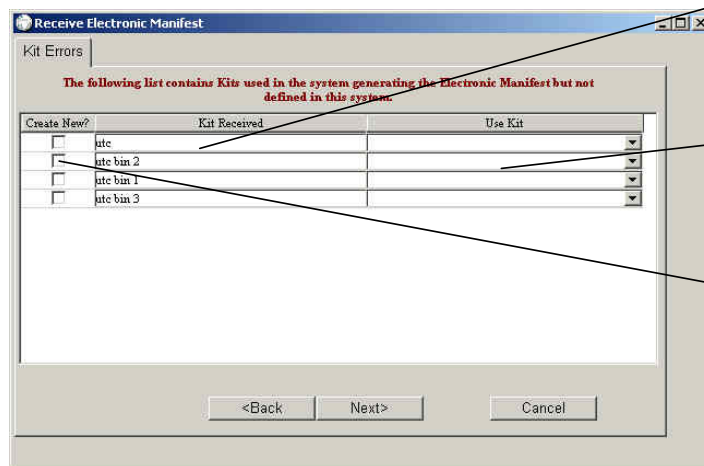
If you selected to create new Nomenclatures, a message similar to the following will display.



Click .



This next screen will only be visible if the first part of the manifest contains a configuration not already defined in your system and if this configuration references a Kit not defined in your system.



The list of Kits not defined in your system will display.

Before proceeding you must choose one of two things to do:

1. If you have this Kit defined in your system but with a different name, you can select that Kit for *Use Kit*. Doing this replaces the provided in the Electronic Manifest with the name of your Kit. This option does not change any setup in your system.
2. If you have not yet defined this Kit in your system, you can select to have it added now. If this is what you want to do, click on the *Create New?* option.

Click **Next>**.

If you selected to create new Kits, a message similar to the following will display.



Click **Yes**.

The next screen contains the second part of the manifest. This screen contains the details about all assets included in the shipment.

Local ID Update

Load as Local ID	PAS Code	Section	Location	Description
				Canister C-2
				Canister C-2
				Canister C-2
				Canister C-2
				Canister C-2
C-008				KIT - C-1 BAG
				Canister C-2
				Canister C-2
				Canister C-2
				Canister C-2

NOTE: Load as Local ID is only required for Kits. Also, no entry will be allowed for PAS Code, Section, and Location for assets in a kit.

<Back   Next>   Cancel

The PAS Code, Section, and Location must be entered for each asset. When entered, the following message will appear:

Duplicate Data

Would you like to repeat this change for the remaining rows where this column is empty?

Yes   No

Click **No** and the change will only apply to the current row. Click **Yes** to copy the entered data to the remaining rows. After clicking **Yes**, the following message will appear:

Duplicate Data

When copying the entry, should the value input be copied only for like items?

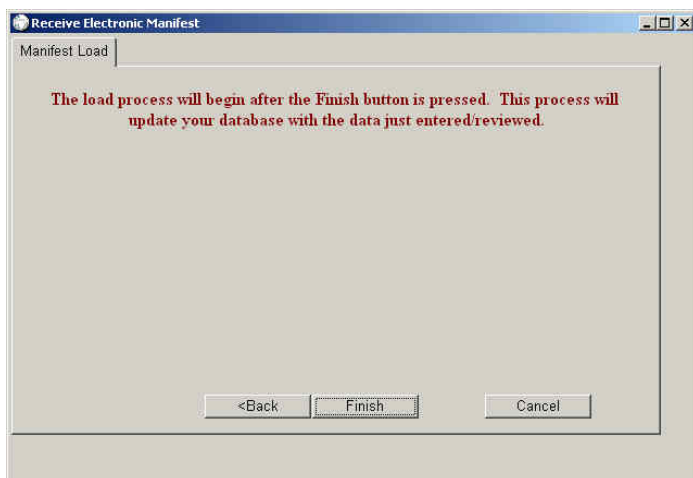
Yes   No

Click **Yes** and the change will be made to only those items listed that match the current row. Click **No** and the change will be made to all rows regardless of asset type.

**NOTE:** The data entered for a kit will be copied to the row for each asset in that kit and may not be changed.

Local ID is required for each kit received. It is not required for Stock but may be entered.

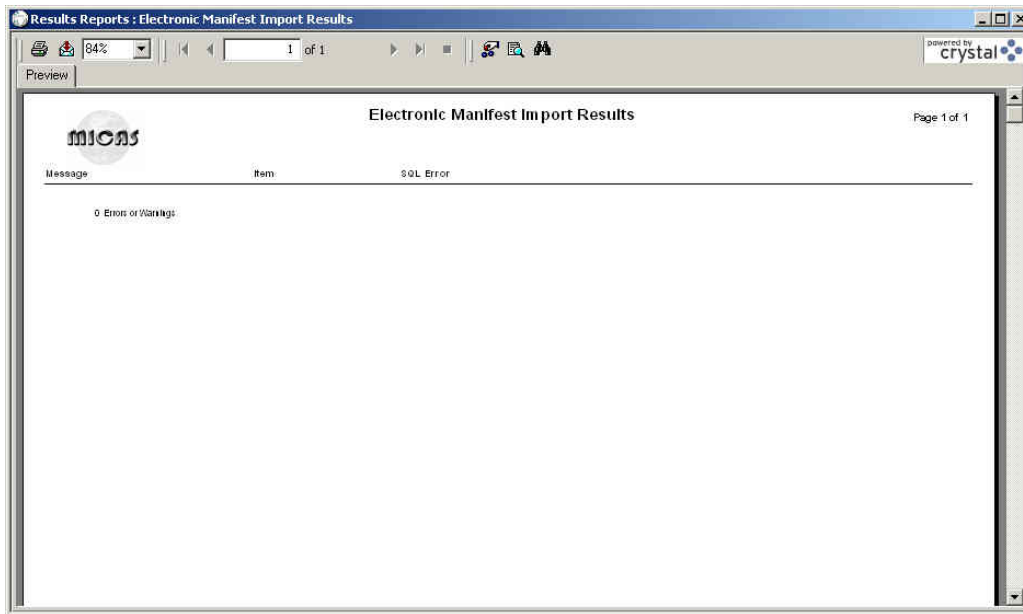
When all data has been entered, click **Next>**.



Click **Finish** and the Electronic Manifest will be loaded. When done, the following message will appear:



Click **Ok** and the Electronic Manifest Import Error report will display.



Review this error report and if need be print the report by clicking **Print**. When finished, click **Done**.


### 3.11 Physical Inventory

The Physical Inventory process is divided into three processes. First you define the type of Physical Inventory to be done (such as the need to inventory a specific Kit). Next you actually do the inventory. Finally you compare the results from actually counting the assets to the counts recorded in MICAS.

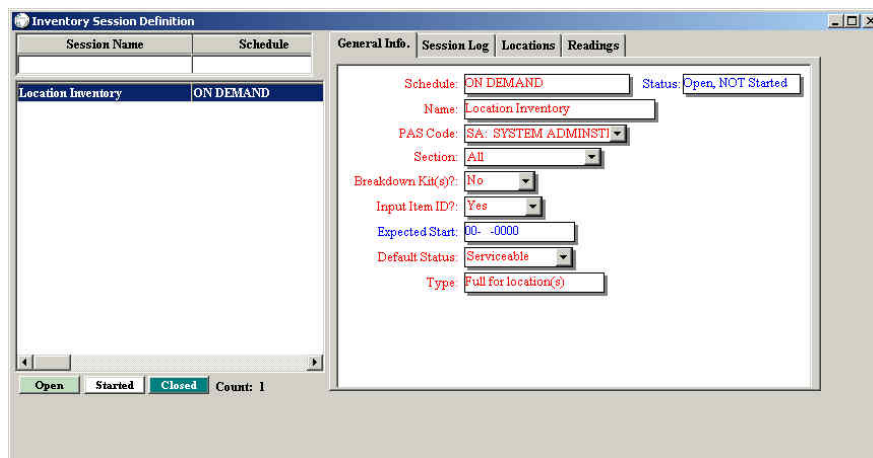
The *Inventory Sessions and Readings* function is used to complete the first two of these processes. The *Inventory Comparisons* function is used to complete the third.

#### 3.11.1 Inventory Sessions and Readings

To access the Inventory Sessions function, you have two options:

- |   |        |   |
|---|--------|---|
| <ol style="list-style-type: none"> <li>1 Select <i>Inventory</i> from the MICAS main menu.</li> <li>2 Select <i>Physical Inventory</i> from the MICAS main menu.</li> <li>3 Select <i>Inventory Sessions and Readings</i>.</li> </ol> | - OR - | Click the  toolbar icon. |
|---|--------|---|

The following screen will display:



**Inventory Session Definition**

Session Name	Schedule
Location Inventory	ON DEMAND

**General Info** | Session Log | Locations | Readings

Schedule:  Status:

Name:

PAS Code:

Section:

Breakdown Kit(s):

Input Item ID?:

Expected Start:

Default Status:

Type:

Open Started Closed Count: 1

### 3.11.1.1 Inventory Session and Readings Screen Layout

#### 3.11.1.1.1 Inventory Session and Readings Data List Window

The data window reflects all entered sessions.

The color status keys located at the bottom of the display are also buttons that will query your sessions down to the corresponding status.

Clicking one of these buttons with the LEFT mouse button will display all shipments of that status.

Clicking one of these buttons with the RIGHT mouse button will display all shipments NOT of that status.

#### 3.11.1.1.1 Session General Tab

The General Tab reflects data for the selected inventory session. The selected session will be highlighted in dark blue.

The schedule for this inventory will be defined (see section 8.2.16 in the Administrators manual).

Each inventory needs to be named but this name can be anything that clearly identifies to you the inventory being done.

When doing an inventory you can indicate whether or not you are to breakdown kits. When Yes, you will be required to scan or enter data about all assets in the kit. When No, simply recording the kit as inventoried will be sufficient.

When doing an inventory, you can indicate whether or not the Item IDs are to be used. When Yes, you will use the MICAS Item/Kit IDs when physically counting. When No, you will use the NSN, Lot, Contract data to identify the assets.

To make data entry easier for those doing the count, you indicate the default status of items read. When entering the reading data, this status will default but may be changed.

##### 3.11.1.1.1.1 Full for Location(s) Type

When you are defining a full inventory for one or more locations, no other data will be required on the General info tab than the normal data mentioned above.

##### 3.11.1.1.1.2 CMBCC Sample

When you are defining a Sample Inventory, you will be asked for specifics about that sample.

The nomenclature for the sample will be selected.

The sample percentage is the percentage of inventory to be sampled. For example: if you intend to do a 10% inventory of canisters, you would put 10 here.

For Sample inventories, the system automatically calculates the locations needing to be inventoried. These locations are determined based on the sample percentage. Let's say you want to inventory 10% of your Canisters. You have 50,000 canisters in inventory. Doing a 10% inventory of 50,000 canisters requires that you count 5,000. MICAS determines which locations should be inventoried so that you have counted at least 5,000 canisters. I.e., you may inventory only 3 out of 20 locations if those 3 locations together contain 5,000 canisters. The *Acceptable Error Pct* is the percentage that you may be off when comparing the physical counts you've taken to the quantity in MICAS. For example: if you enter 5% here, your readings compared to your MICAS quantities can be 95% correct (or better).

#### 3.11.1.1.2 Kit

When you are defining a Kit Inventory, you will be asked for the kit to be inventoried.

The kit to be inventoried will be selected.

#### 3.11.1.1.2 Session Log Tab

The Session Log tab reflects the date when each task in the inventory process has begun and who started it.

Inventory Session Log	
Date	By
Open: 06-MAY-2002 09:25:21	edwards, karen
Start: 00- -0000 00:00:00	
Close: 00- -0000 00:00:00	

#### 3.11.1.1.3 Locations tab

The Locations tab is used to define which locations are to be inventoried.

For Kit inventories, no entry is allowed because the system automatically determines the location in which the kit to be inventoried is stored.

For Sample inventories, no entry is allowed because the system automatically calculates the locations needing to be inventoried. These locations are determined based on the sample percentage. Let's say you want to inventory 10% of your Canisters. You have 50,000 canisters in inventory. Doing a 10% inventory of 50,000 canisters requires that you count 5,000. Behind the scenes MICAS sequences the locations that contain these canisters in Date of Last Inventory (DOLI) order. MICAS then steps through each location from oldest date to most current, counting the quantity of assets in these locations. Each location reviewed is added to this list. Once the 5,000 assets has been counted the process stops, therefore only including in this list enough locations to give you 5,000 assets.

Full inventories are the only ones in which you will have the capability to define which locations are to be reviewed. A full inventory does not indicate that you need to inventory your entire warehouse, just that you must fully inventory all assets at the locations specified.



The top box contains the list of locations to be inventoried.  
For Sample and Kit inventories these locations are automatically determined and changes may be made

LEVEL1	LEVEL2	LEVEL3	LEVEL4	Location Type
row 5	shelf 2	bin 1		Warehouse Location

Add Delete Reset Sample

LEVEL1	LEVEL2	LEVEL3	LEVEL4	Location Type
728ABAG				Warehouse Location
A-BAG SL				Warehouse Location
A-MEZ				Warehouse Location
B-BAG SL				Warehouse Location

To indicate that another Location is to be included in the inventory, click Add.

**NOTE:** This is only available for Full inventories.

You may remove any Locations you do not want to include in the inventory.

**NOTE:** This is only available for Full inventories.

For Sample inventories MICAS automatically determines which locations are to be included. If movement of assets has occurred since this inventory session was defined, you may need to update the location list with the latest data. This button allows you to refresh the location list for Sample inventories.

The bottom box contains the list of those locations not included in the inventory.

### 3.11.1.1.4 Readings tab

The Reading tab is used to record the counts done during the physical inventory.

Location	Quantity	Reading Type	Parent Kit	Kit
row 5 shelf 2 bin 1	1	Stock		SAZZ00

Add Reading Edit Reading Delete Reading

The list of readings (or counts) already recorded will display.

To add a new reading, press the Add button.

To edit an existing reading, highlight the reading to edit and press the Edit button.

To remove an existing reading, highlight the reading to delete and press the delete button.

#### 3.11.1.1.4.1 Adding Readings

Clicking the <Add Reading> button from the *Readings* tab will generate a screen similar to the following:

**Record Inventory Readings**

Readings recorded for this Inventory Session

Location	Quantity	Parent Kit	Reading Type	Kit	Item ID

**Type of Reading**  
☒ Stock ☐ Kit

Item ID:   
 Location:  Read Date: 06-MAY-2002 13:36:59  
 Status: Serviceable Read By: edwards, karen, I  
 Qty:

Ok Done

The list of readings (or counts) already recorded will display.

Indicate the type of asset being counted.

**NOTE:** Sample inventories are for a specific nomenclature and therefore this is known to be stock.

The data about the reading will be captured.

Depending on the response to the *Input Item ID* question found on the *General Info* tab you will see one of the following screens:

**Type of Reading**  
☒ Stock ☐ Kit

NSN:   
 Contract:  Location:   
 DOM: 00- -0000 Status: Serviceable  
 DOE: 00- -0000 Qty:   
 Lot:  Read Date: 02-DEC-2002 16:59:41  
 Serial #  Read By: edwards, karen

Input Item ID	Type of Reading
NO	Stock

Because you will not be inputting the Item ID, some other way to identify assets is required. This is why we use NSN, Lot, Contract, etc.

**Type of Reading**  
☒ Stock ☐ Kit

Item ID:   
 Location:  Read Date: 06-MAY-2002 14:07:51  
 Status: Serviceable Read By: edwards, karen, I  
 Qty:

Input Item ID	Type of Reading
YES	Stock

Because you will be inputting the Item ID, the only thing necessary for identifying the asset is capturing the Item ID.

**Type of Reading**  
☐ Stock ☒ Kit

Kit:  Location:   
 Status: Serviceable Qty: 1  
 Read Date: 06-MAY-2002 13:43:18  
 Read By: edwards, karen, I


Input Item ID	Type of Reading
N/A	Kit


Whenever you indicate the Type of Reading is for a kit, the kit Local ID will be captured.

After entry, click **Ok**. The entry will be saved and displayed in the top part of the screen. Continue entering results until complete. When done, click **Done**.

**NOTE:** When entering readings for a kit, always record the kit reading first. When this is done, you will be asked to record the contents of the kit at that time.

### 3.11.1.2 Adding New Inventory Session

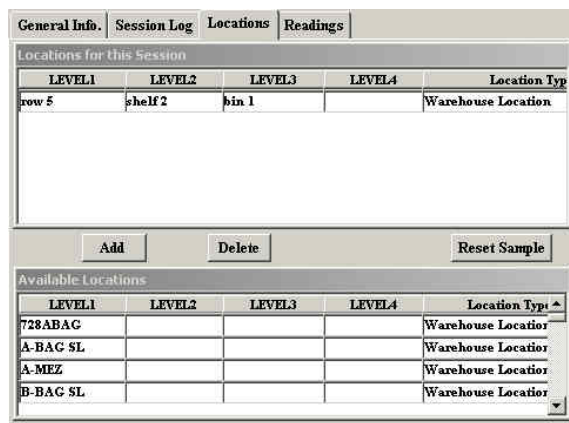
Click the  icon in the lower toolbar when in the Inventory Session screen to begin a new session.

Enter the data about the session in the General tab. When done, click the  icon in the lower toolbar when in the kit screen and the kit will be saved.

### 3.11.1.3 Adding Locations to the Session

If you are defining a Sample or a Kit inventory, the locations will have been determined automatically for you by MICAS and therefore no entry will be allowed at this time.

When defining a Full Inventory, the first step after defining the inventory session is to indicate which Locations are to be inventoried. To do this highlight the session to be edited in the data list and select the *Locations* tab.



LEVEL1	LEVEL2	LEVEL3	LEVEL4	Location Type
row 5	shelf 2	bin 1		Warehouse Location

Buttons: Add, Delete, Reset Sample

LEVEL1	LEVEL2	LEVEL3	LEVEL4	Location Type
728ABAG				Warehouse Location
A-BAG SL				Warehouse Location
A-MEZ				Warehouse Location
B-BAG SL				Warehouse Location

Highlight the locations to be included and click <Add> <. The locations will be moved from the bottom box to the top.

#### 3.11.1.3.1 Bar Codes That May be Scanned Via Serial Scanning

The following bar codes may be scanned using a serial scanner from the Locations tab of the Inventory Sessions screen (see *Section 2.7* for the definition of bar code type):

Bar code Type	What happens when scanned
Location ID	Highlights the Locations scanned (regardless of the box the location is in).

**NOTE:** These bar codes must contain the Data Identifier (DI). If the DI is not included in the bar code of these labels, the label may be unrecognizable to the serial scanner.

#### 3.11.1.4 Physically Count your Assets

This step is done out in your warehouse. You will go to the locations containing these assets and count the quantities of these assets.

#### 3.11.1.5 Record the Inventory Readings

After counting the assets MICAS needs to be told the quantities you've counted. To do this highlight the session whose readings were taken and select the *Readings* tab.

This screen will vary in appearance depending on the type of inventory being performed. Entry will be done into a screen similar to the one shown above for sessions where the ID is captured. Entry will be done into a screen similar to the one shown below for sessions where the ID is not captured.

Record the readings taken during the physical inventory count. The next step will be to compare the readings taken with the quantities recorded in MICAS. See *Section 3.11.2* in this manual for directions.

#### 3.11.1.5.1 Bar Codes That May be Scanned Via Serial Scanning


The following bar codes may be scanned using a serial scanner from the Inventory Readings Entry screen (see *Section 2.7* for the definition of bar code type):

Bar code Type	What happens when scanned
Item ID	If the type of reading is Stock, fills in the Item ID field with the value scanned.
Kit ID	If the type of reading is Kit, fills in the Kit ID field with the value scanned.
NSN	If the Inventory Session has been defined as one where IDs are not entered, fills in the NSN with the value scanned.
Lot	If the Inventory Session has been defined as one where IDs are not entered, fills in the Lot with the value scanned.
Contract	If the Inventory Session has been defined as one where IDs are not entered, fills in the Contract with the value scanned.
Serial	If the Inventory Session has been defined as one where IDs are not entered, fills in the Serial with the value scanned.
2D Stock/Lot	If the Inventory Session has been defined as one where IDs are not entered, fills in the NSN, Lot, Contract and DOM with the value scanned.
OK	Saves as if the <OK> button is clicked.
DONE	Exits as if the <Done> button is clicked.

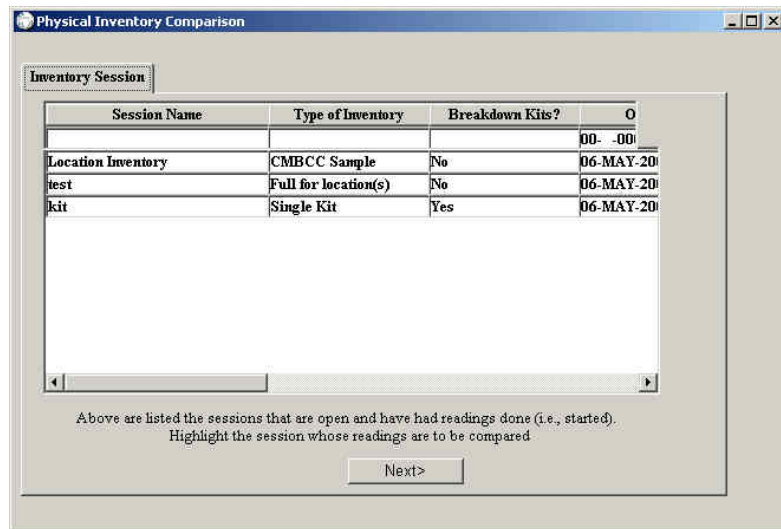
**NOTE:** These bar codes must contain the Data Identifier (DI). If the DI is not included in the bar code of these labels, the label may be unrecognizable to the serial scanner.

### 3.11.2 Inventory Comparison

To access the Inventory Comparison function, you have two options:

- |   |        |   |
|---|--------|---|
| <ol style="list-style-type: none"> <li>1 Select <i>Inventory</i> from the MICAS main menu.</li> <li>2 Select <i>Physical Inventory</i> from the MICAS main menu.</li> <li>3 Select <i>Compare DB/Readings</i>.</li> </ol> | - OR - | Click the  toolbar icon. |
|---|--------|---|

A screen similar to the following will display:



The screenshot shows a window titled "Physical Inventory Comparison". Inside, there is a tab labeled "Inventory Session". Below the tab is a table with the following data:

Session Name	Type of Inventory	Breakdown Kits?	O
			00- -00
Location Inventory	CMBCC Sample	No	06-MAY-20
test	Full for location(s)	No	06-MAY-20
kit	Single Kit	Yes	06-MAY-20

Below the table, there is a scroll bar and a text box containing the following instructions:

Above are listed the sessions that are open and have had readings done (i.e., started).  
Highlight the session whose readings are to be compared

At the bottom of the window is a button labeled "Next>"

Highlight the inventory session whose readings are complete and you wish to compare to the database quantities.

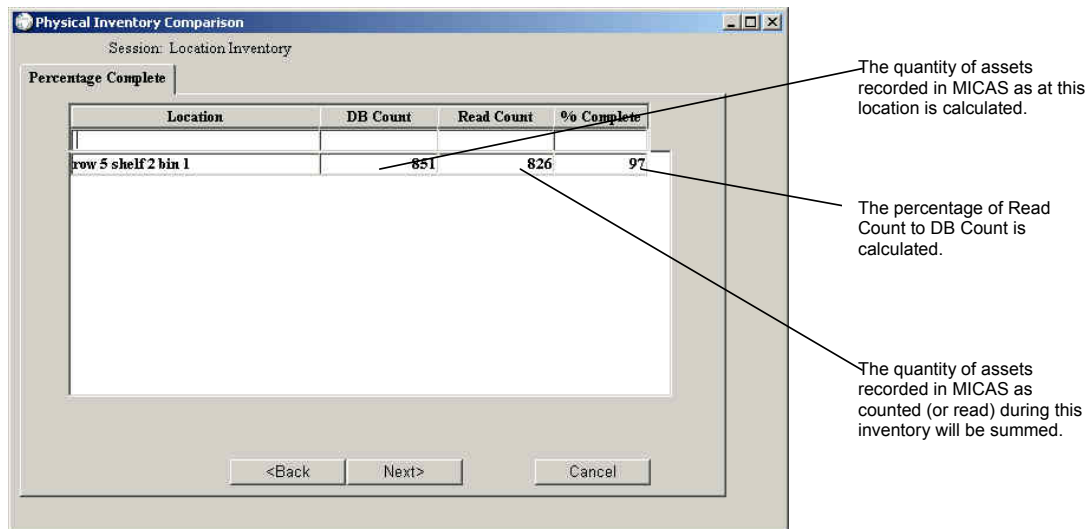
Click 

The comparison will be done. This process could take a few minutes for large inventories.

The remaining screens and error messages depend on the type of inventory being done. Skip to the appropriate section depending on the inventory you are doing.

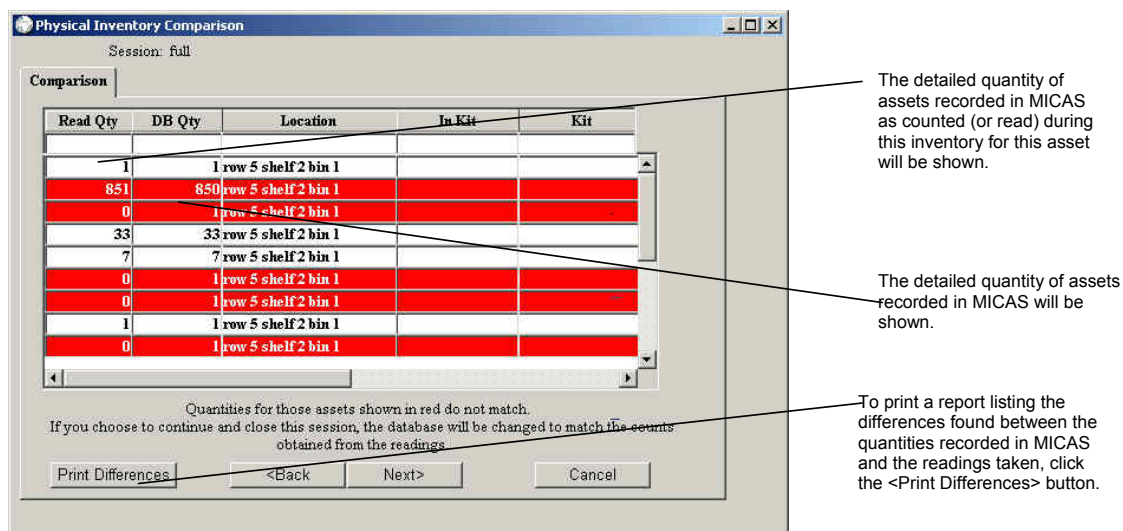
#### 3.11.2.1 Comparing Full Inventory

When the comparison is done, a screen similar to the following will display.



One line for each location included in the inventory will display. If the *% Complete* column contains 100%, the line will be shown in black text on white background. If the *% Complete* is not 100%, the line will be in white text on red background. These numbers are included here for information only.

Click

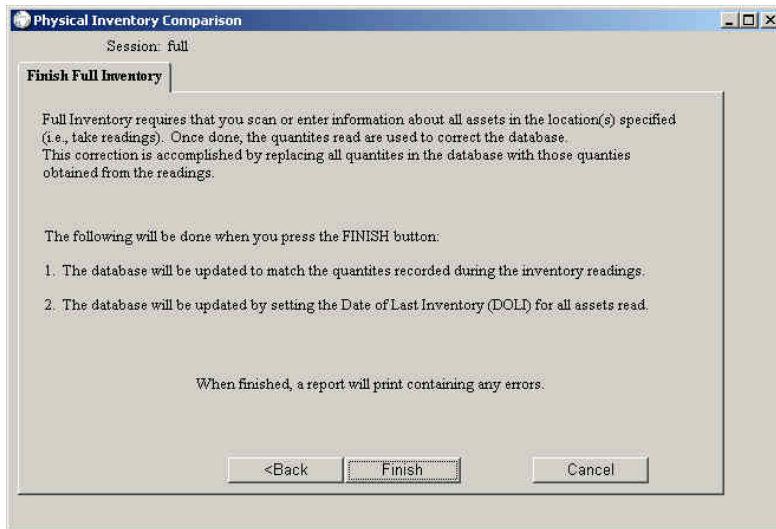


One line for each asset included in the inventory will display. If the *Read Qty* exactly matches the *DB Qty*, the line will be shown in black text on white background. If these columns do not exactly match, the line will be in white text on red background.

This list contains the results of the comparison. It is important that you review these quantities before proceeding to assure they are correct.

Click

Completing a Full inventory is telling MICAS to update the database replacing the quantities stored with the quantities recorded when taking the readings. The following screen will display:

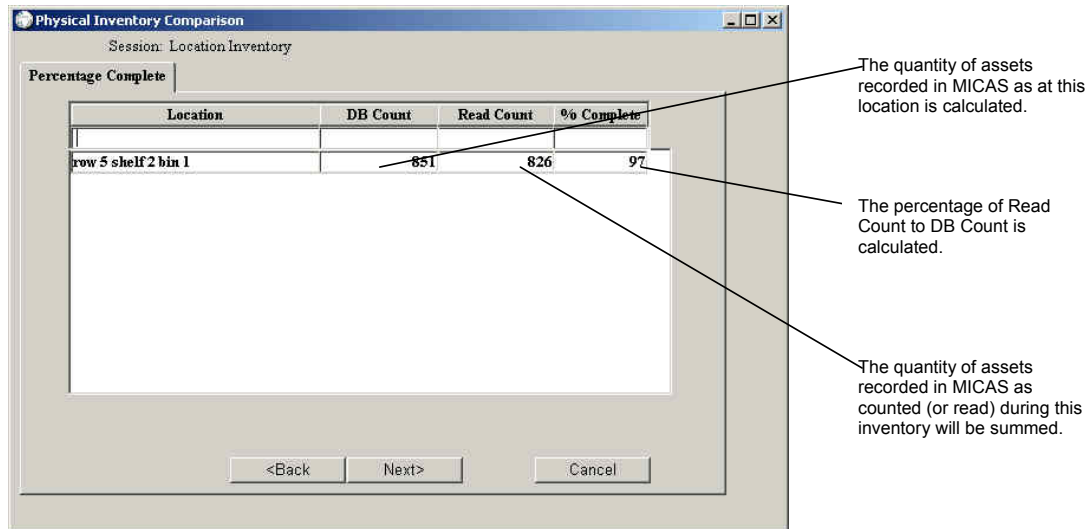


To complete the inventory therefore updating the database quantities click

### 3.11.2.2 Completing Sample Inventory

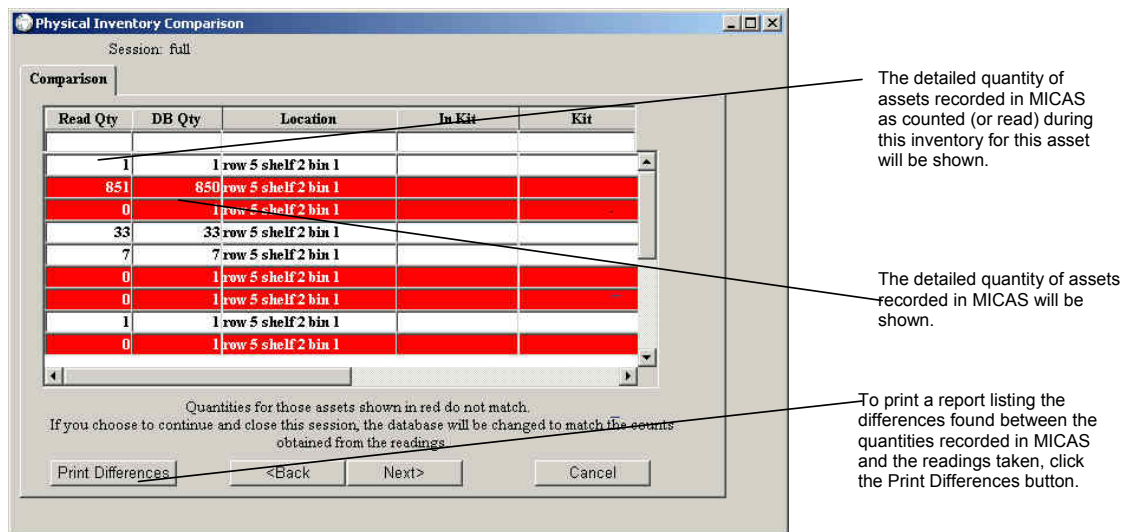
When the comparison is done, a screen similar to the following will display.





One line for each location included in the inventory will display. If the *% Complete* column contains 100%, the line will be shown in black text on white background. If the *% Complete* is not 100%, the line will be in white text on red background. These numbers are included here for information only.

Click



One line for each asset included in the inventory will display. If the *Read Qty* exactly matches the *DB Qty*, the line will be shown in black text on white background. If these columns do not exactly match, the line will be in white text on red background.

This list contains the results of the comparison. It is important that you review these quantities before proceeding to assure they are correct.

Click

The Sample inventory requires that the percentage complete be the greater than or equal to the *Accuracy Error Pct* defined for the Session subtracted from 100. For example, if you indicated the *Accuracy Error Pct* for the Session was 5%, the complete percentage must be 95% or more.

If all percentages are not within this range of percentages, the inventory cannot be completed and the following message will appear:

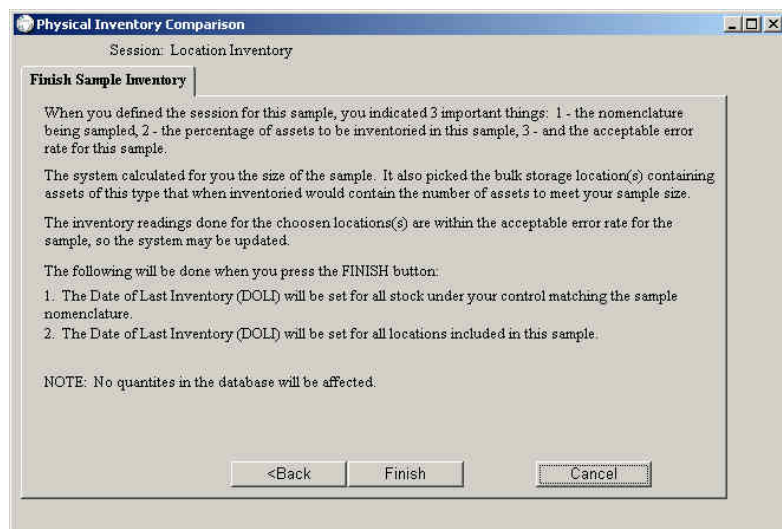


Click  to exit this process. To stop this error from appearing so you can complete the inventory, there are several things you can do:

1. Verify and correct any readings recorded incorrectly.
2. Verify and correct any incorrect entries in MICAS.

If both MICAS and the readings taken during inventory are correct but you still want to update the inventory you can adjust the *Accuracy Error Pct* for the session to allow for a large error percentage.

When the error message has been resolved, the following screen will appear:



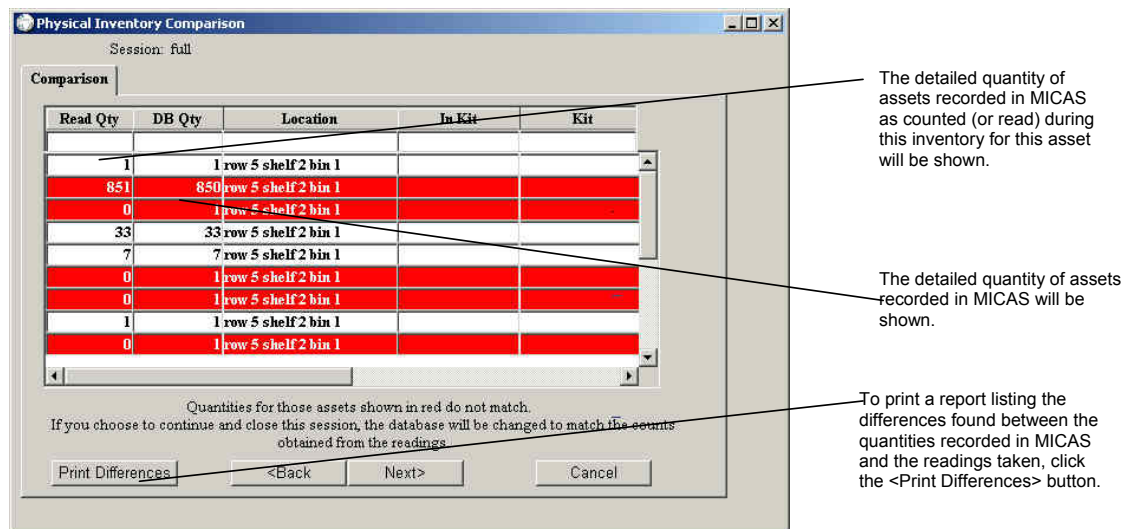
This screen spells out all updates that will be done.

**NOTE:** Inventory quantities are NOT updated for Sample inventories, the only update done is setting the DOLI.

To complete the inventory click

### 3.11.2.3 Completing Kit Inventory

When the comparison is done, a screen similar to the following will display.

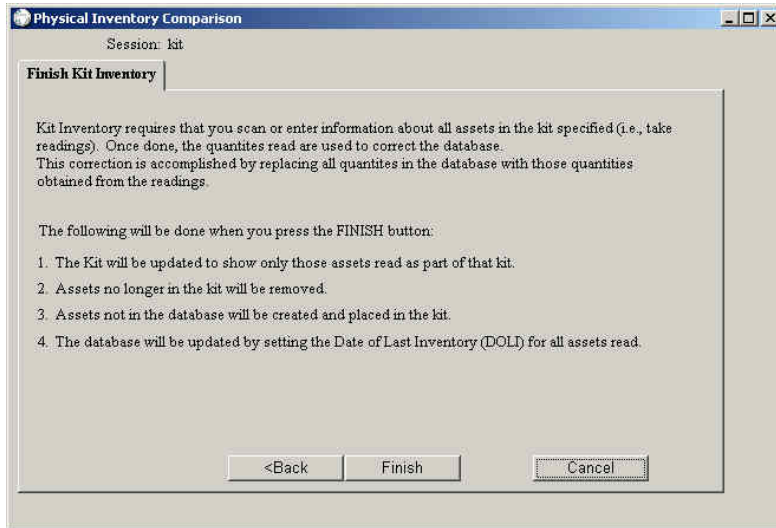



One line for each asset included in the inventory will display. If the *Read Qty* exactly matches the *DB Qty*, the line will be shown in black text on white background. If these columns do not exactly match, the line will be in white text on red background.

This list contains the results of the comparison. It is important that you review these quantities before proceeding to assure they are correct.

Click 

Completing a Kit inventory is telling MICAS to update the database adding or removing assets to match those recorded during the readings. The following screen will display:




To complete the inventory therefore updating the database click 

### 3.12 Bar codes

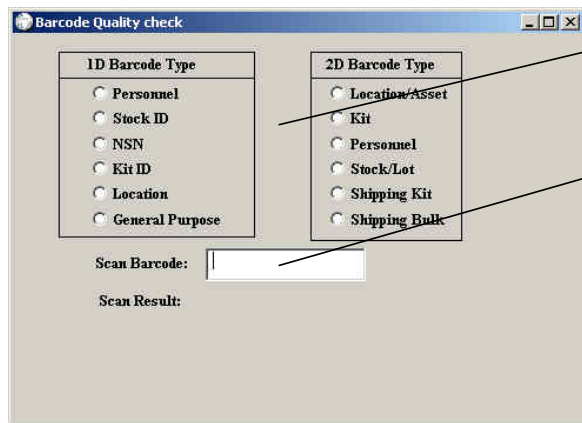
#### 3.12.1 Bar Code Quality Check

The bar code quality check function allows you to scan a bar code and determine if it is readable.

To access the Bar code Quality Check function, you have two options:

- |   |        |   |
|---|--------|---|
| <ol style="list-style-type: none"><li>1 Select <i>Inventory</i> from the MICAS main menu.</li><li>2 Select <i>Bar Codes</i> from the MICAS Inventory.</li><li>3 Select <i>Bar Code Quality Check</i>.</li></ol> | - OR - | Click the  toolbar icon. |
|---|--------|---|

A screen similar to the following will display:



The dialog box titled "Barcode Quality check" contains two sections: "1D Barcode Type" and "2D Barcode Type". The "1D Barcode Type" section has radio buttons for Personnel, Stock ID, NSN, Kit ID, Location, and General Purpose. The "2D Barcode Type" section has radio buttons for Location/Asset, Kit, Personnel, Stock/Lot, Shipping Kit, and Shipping Bulk. Below these sections are two text fields: "Scan Barcode:" and "Scan Result:". Annotations point to the "2D Barcode Type" section, the "Scan Barcode:" field, and the "Scan Result:" field.

Select the type of bar code to be scanned.

For 1D bar codes, make sure the cursor is in this field before scanning. For 2D bar codes, the cursor can be anywhere on the screen.


The results of the scan will display.

**NOTE:** For 1D labels, the contents will be validated when scanned. For 2D labels, this function will check to assure that you have scanned the correct label type and that the label is readable but the contents will NOT be validated.

#### 3.12.2 Produce General Purpose Label

This function allows you to produce a 1D label containing any text you choose.

To access the Produce General Purpose Label function, you have two options:

- |   |        |   |
|---|--------|---|
| <ol style="list-style-type: none"><li>1 Select <i>Inventory</i> from the MICAS main menu.</li><li>2 Select <i>Bar Codes</i> from the MICAS Inventory.</li></ol> | - OR - | Click the  toolbar icon. |
|---|--------|---|

### 3 Select *General Purpose Label Check*.

A screen similar to the following will display:

Produce General Purpose Label

Barcode:

Text:

Print Barcode

Enter the text that is to be bar coded.

Enter the text that is to be human readable on the label.

When the Bar code and Text have been entered, click **Print Barcode** and the label will be produced.

- 1**
- 1D Bar code ..... ii, 5, 14, 143
- 2**
- 2D Bar code ....ii, iii, iv, 5, 15, 16, 28, 29, 31, 32, 40, 47, 53, 56, 68, 75, 83, 84, 91, 92, 93, 96, 98, 115, 116, 119, 120, 135, 143
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- Unlock..... vi, ix, 6
- User..... vi, ix, 6, 19, 23, 24
- Administrator ..... i, vi, vii, ix, 24, 26, 83
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- B**
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- Kitiii, v, vii, 14, 16, 45, 49, 51, 52, 53, 54, 55, 56, 57, 59, 60, 61, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 83, 89, 90, 91, 93, 96, 98, 113, 114, 116, 117, 119, 123, 124, 127, 129, 130, 133, 135, 141, 142
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- C&A..... 1
- SSAA ..... 1
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- E**
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